ATTACHMENT 1
SECTION CG (GOCO)

PERFORMANCE WORK STATEMENT

for the

OPERATION AND MAINTENANCE

of

DEFENSE FUEL SUPPORT POINTS, NORFOLK, VA

under

Solicitation SP0600-04-R-0032

COMMANDER, NAVY REGION MID-ATLANTIC

Craney Island, UY7331, Sewell's Point, UY7332, and Yorktown, UY7333

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CG-1.0 GENERAL

CG-1.1 General Description

CG-1.1.1 Purpose: This Performance Work Statement (PWS) is established to identify responsibilities for the management, operation, maintenance, product quality surveillance, inventory control and accounting, security, safety, plant protection, and environmental protection of the **Defense Fuel Support Point (DFSP) Norfolk** by contract workforce.

CG-1.1.2 Facilities: The DFSP Norfolk Terminal Complex consists of three geographically separated operating facilities, Craney Island UY7331, Sewell's Point UY7332 and Yorktown UY7333 all of which currently operate under the supervisory control of the Craney Island.

CG-1.1.2.1 Craney Island Terminal: The Craney Island (CI) terminal is the largest single Government fuel storage facility in the continental United States, comprising 874 acres. It is located in the northeastern portion of the City of Portsmouth, VA on the western shoreline of Hampton Roads (Norfolk Harbor) 25 miles from the entrance to the Chesapeake Bay at Cape Henry. The surrounding area is characterized by residential, institutional, and light commercial development to the south and west. To the north lies the Portsmouth City Landfill and the Army Corps of Engineers Dredge Disposal Site. To the south is the US Coast Guard Base, Portsmouth, VA. Craney Island is approximately twenty road miles southwest of Sewell's Point and Naval Base Norfolk and separated from them by the Elizabeth River. Craney Island in made up of a series of aboveground storage tanks, two deep draft-fueling piers, and is connected by pipeline to the Colonial Common Carrier Pipeline System for the receipt of JP5 and F76. Additionally, the terminal is linked to Sewell's Point and on to Naval Station Norfolk by a Government-owned, ten-inch pipeline dedicated to JP5. The terminal receives, stores and issues Turbine fuel, Aviation (JP5), Fuel, Naval Distillate (F76), and Fuel Oil Reclaimed (FOR). Craney Island is equipped with a facility for in reclamation used oil and oily water and the generating FOR. Detailed maps and descriptions of facilities of Craney Island are located in the Appendix F, Maps.

CG-1.1.2.2 Sewell's Point Terminal: The Sewell's Point (SP) terminal is located within the confines of Naval Station (NAVSTA) Norfolk. The Sewell's Point terminal provides facilities for the receipt, storage, and shipment of bulk Lubricating Oil, Engine (LO6) and Lubricating Oil, Steam (LTL). Detailed maps and descriptions of facilities at Sewell's Point are located in the Appendix F, Maps.

CG-1.1.2.3 Yorktown Terminal: The Yorktown (YK) terminal is located in York County, VA at the mouth of the York River. It is approximately forty-two road miles northeast of Craney Island. The facilities at Yorktown consist of fourteen 50,000 barrel cut and covered storage tanks each with tank top pumphouse, an office building, a laboratory, a tank truck fillstand, a fueling pier that is shared with, but physically separated from the US Coast Guard Yorktown Facility, and a pipeline connection to the Colonial Common Carrier Pipeline System for the receipt of Turbine Fuel, Aviation (JP8). The Yorktown terminal provides facilities dedicated to the receipt, storage, and shipment of JP8. Detailed maps and descriptions of facilities of Yorktown are located in the Appendix F, Maps.

CG-1.2 DFSP Mission: The DFSP Norfolk terminal complex is responsible for the receipt, storage and handling, quality surveillance, shipment, and accountability of Government-owned petroleum products in support of designated DoD activities. The petroleum products handled by the DFSP Norfolk terminal complex are JP5, JP8, F76, FOR, and lubricating oils LO6 and LTL. Petroleum inventories maintained at the DFSP Norfolk terminal complex consist of both Peacetime Operating Stock (POS) requirements and Pre-positioned War Reserve requirements.

CG-1.3 Contract Turnover: The Contractor will receive, during the ten working days prior to the start of contract performance, assistance from current personnel, representatives from Defense Energy Support Center (DESC) and the Contracting Officer's Representative (COR) to accomplish a joint facilities turnover inspection, product testing and inventory. The Contractor shall, during the last ten working days of this contract, permit personnel of the successor Contractor access to the terminal to observe its operation. The Contractor shall, during the last ten working days of the contract, assist the incoming Contractor, representatives from DESC and the COR to accomplish a joint facility turnover inspection, product testing and inventory.

CG-1.4 Contract Performance

CG-1.4 1 Performance: The Contractor shall monitor performance and ensure contract compliance in accordance with the Contract Compliance Plan submitted under *Clause L201.100, Instructions to Offerors (GOCO Services-Source Selection)*. The Contractor shall perform tasks listed in Section CG-2.0, Specific Tasks, and achieve performance standards for each task. The Contractor shall, for certain tasks, submit performance based plans (as detailed in Section CG-1.5) to provide assurance that the Contractor will meet the performance standards while complying with applicable regulations. The Contractor shall ensure compliance with all applicable federal, state and local laws and regulations. The Contractor is responsible for obtaining copies of all applicable laws and regulations, including future changes.

CG-1.4.2 Drug Free Workplace: The Contractor shall establish and maintain a Workplace Drug Testing Program that is in compliance with the ***"Mandatory Guidelines for Federal Workplace Drug Testing Programs"*** Executive Order 12564 of September 15, 1986 and Section 503 of Publication 100-71, 5 USC, Section 7301 Note, the Supplemental Appropriations Act for fiscal year 1987 dated 11 Jul 1987.

CG-1.4.3 Customer Surveys: The COR will distribute a quarterly customer satisfaction survey that will be used as part of the assessment of contract performance. The COR has the option to increase the frequency of the survey or address contract compliance as needed.

CG-1.5 Contractor Detailed Plans

CG-1.5.1 General: Following the start of the contract performance period, the Contractor shall have 60 days, unless otherwise indicated, to submit the detailed plans listed below to the COR and Contracting Officer for approval. The plans shall address the site-specific requirements of all three terminals (Craney Island, Sewell's Point and Yorktown) that make up the DFSP Norfolk terminal complex. The DFSPs Norfolk Operation and Maintenance Manual shall be utilized in conjunction with the Contractor's preparation of the plans. All plans are considered dynamic documents that may require review and updating over the course of the contract. The Contractor shall follow the existing procedures and plans until the Contractor's detailed plans are reviewed and accepted by the COR and the Contracting Officer.

CG-1.5.1.1 Plan Summaries: Summary plans shall be submitted for technical review with contract proposals. See *Clause L201.100, Instructions to Offerors (GOCO Services-Source Selection)*, regarding the submission of summary plans for technical evaluation.

CG-1.5.1.2 Completed Plans Set: Once the entire set of required plans is complete, the Contractor shall provide a complete set of plans on a compact disk (CD) in Adobe PDF format to the DESC Contracting Officer, the COR, and NOLSC DC (Naval Petroleum).

CG-1.5.2 Contract Award Plans: The following detailed plans submitted with the Contractor's proposal shall be in effect upon contract award.

CG-1.5.2.1 Contract Compliance Plan: The plan shall address methods for meeting the performance standards stated in Section C 2.0. The COR will review the Contractor's Contract Compliance plan, as necessary, during the life of the contract and communicate the need for any changes to the Contractor. The Contractor shall outline his procedures for maintaining the records for his environmental and safety plan files and records in accordance with federal, state, and local regulations.

CG-1.5.2.2 Product Quality Surveillance Plan (PQSP): The Contractor's Product Quality Surveillance Plan shall outline the detailed steps required to maintain the product quality of Government-owned petroleum products. The plan shall, at a minimum, address the basic requirements and guidelines outlined in Section CG-2.2, Terminal Product Quality Surveillance.

CG-1.5.3 Contract Performance Period Plans: Following the start of the contract performance period, the Contractor shall have 60 days, unless otherwise indicated, to submit the following detailed plans.

CG-1.5.3.1 Maintenance Plan: The plan shall clearly outline the procedures for accomplishing the periodic scheduled inspections and minor repairs designed to preserve and maintain equipment, apparatus and facilities in such condition that they may be effectively used for their intended purposes.

CG-1.5.3.2 Operation Plan: The plan shall provide comprehensive and detailed step-by-step procedures covering all requirements specified in Section CG-2.0, Specific Tasks. The plan shall also include contingency procedures for power outages and inoperative automated fuel handing equipment (AFHE).

CG-1.5.3.3 Product Inventory Control and Accountability Plan: The plan shall provide comprehensive, auditable and detailed procedures to ensure compliance with the requirements of *Clause I119.04, Inventory Control Records and System Records*, DoD 4140.25M, and Section CG-2.3, Inventory, Accounting, and Administration, of the PWS.

CG-1.5.3.4 Safety Plan: The detailed plan shall outline procedures necessary to maintain safety in accordance with applicable federal, state and local laws and regulations.

CG-1.5.3.5 Security Plan: The plan shall clearly identify staffing and procedures necessary to maintain security as outlined in Section CG-2.9. The security plan shall include the number of proposed employees identified by wage determination and job classification.

CG-1.5.3.6 Staffing Plan: The plan shall include an organization chart showing the number of employees identified by wage determination, job classification, and full/part time employee status. See *Clause L201.100, Instructions to Offerors (GOCO Services-Source Selection)*.

CG-1.5.3.7 Training Plan: The detailed plan shall identify federally mandated and general required safety training courses, length of training, training source, and a brief description of the course. The plan shall also identify the employees to be trained (by job classification), the frequency of training and method of monitoring plan compliance. This plan shall include all elements of the concept plan that was submitted as part of the technical proposal. Table 7 of Section CG-2.5 should be used as a guide for preparing the plan.

CG-1.6 Contractor Furnished Equipment, Supplies, and Services

CG-1.6.1 General: The Contractor shall provide all equipment, grounds maintenance equipment, vehicles, tools, supplies, office equipment and furniture, and other items (not otherwise specified as Government-furnished) necessary to complete any and all tasks outlined in Section CG-2.0 or as required to perform in accordance with federal, state and local laws and regulations at all three (3) terminal areas. The following list is not all-inclusive but does provide examples of what the Contractor shall furnish to accomplish the tasks outlined.

CG-1.6.1.1 Petroleum Products Measurement Equipment: All supplies, to include but not limited to, gauging tapes, thermometers, fuel finding paste, and water finding paste conforming to MIL-W-83779.

CG-1.6.1.2 Petroleum Products Sampling Equipment and Supplies: All equipment and supplies to include weighted bottles, beakers, and holder for sampling bulk storage tanks, vessel tanks, tank trucks, Bacon Bomb samplers, and an adequate supply of one quart/liter clear glass sampling bottles with corks. The contractor shall also provide an adequate supply of one gallon (4 liter) and five-gallon (20 liter) epoxy coated sample cans and approved shipping containers suitable for the shipment of petroleum products samples.

CG-1.6.1.3 Petroleum Products Sample Shipment Services: At the Contractor's expense, provide the capability to pack and ship approximately fifty petroleum product samples to DESC designated laboratories (DoD and commercial) each 12 month contract period.

CG-1.6.1.4 Administrative and Computer Supplies: Provide all administrative and computer supplies as well as copy machines and supplies (letter and legal size).

CG-1.6.1.5 Janitorial and Housekeeping Equipment and Supplies:

CG-1.6.1.6 First-Aid Equipment and Supplies:

CG-1.6.1.7 Tank Truck Seals and Placards: Provide seals that are sequentially numbered and a secure container in which to store/control the seals provided. Provide placards in accordance with the Department of Transportation regulations.

CG-1.6.1.8 Combination Flammability and Oxygen Deficiency Monitors: Provide all applicable equipment to include a serviceable oxygen sensor.

CG-1.6.1.9 "Gas-Free" Equipment/Services: The Contractor shall provide gas-free monitoring equipment for use by certified Contractor personnel or contracted "gas-free" services for a certified gas-free engineer.

CG-1.6.1.10 Half-Face Organic Vapor Respirators: The Contractor shall provide fit tested respirators for all Contractor employees (one each) who would normally perform tasks where exposure to fuel vapors might occur or be likely, or mat perform maintenance or emergency repairs where exposures might occur. Respirators may also be used to prevent exposure during liquid/chemical transfers, such as the transfer of fuel additives from open containers to drums. The contractor shall ensure that the oxygen sensor is maintained in a serviceable condition and changed at least once each 12-month period. The Contractor shall check the combustion sensor daily per manufacturer's instructions and replace the sensor as necessary. The contractor shall comply with the requirements of *OSHA 29 CFR 1910.134, Respirator Protection*, with regard to medical surveillance and protection of employees using respirators.

CG-1.6.1.11 Incidental Fuel Cleanup Supplies: The Contractor shall provide incidental fuel spill cleanup supplies, i.e., absorbent pads, drying materials, and booms, for cleanup, storage, and disposal of incidental spills in accordance with *40 CFR Part 262, Standards Applicable to Generator of Hazardous Waste*, and Section CG-2.7, Environmental Protection, herein.

CG-1.6.1.12 Solid Waste Management and Collection Services: The Contractor shall be responsible for the management and collection of all trash; to include wind blown and water carried trash and debris. Under no circumstances will the Contractor allow trash to accumulate in any part of the terminals not designated as a trash collection site, nor shall the Contractor permit or allow trash to be burned or disposed of within the terminals. The Contractor shall use the solid waste management collection service provided by the Navy and actively participate in and support local Government sponsored recycling and solid waste management programs. The Contractor shall informing the Fuel Officer or COR if there are problems with ship trash.

CG-1.6.1.13 Facility Identification Signs: The Contractor shall maintain the permanent facility identification signs (Government-provided) posted at the entrance of the Craney Island, Sewell's Point, and Yorktown terminals. The facility signs are constructed of a weatherproof material with the name of the terminal and the words "Operating Contractor (add company name)."

CG-1.6.1.14 Grounds Maintenance Equipment and Supplies: The Contractor shall furnish all vehicles, grass/brush cutting equipment, tools, materials, supplies, and labor necessary to provide grounds maintenance services within the terminal areas designated by Section CG-2.4.3.3.26, Grounds Maintenance, and the grounds maintenance maps provided in Appendix F in accordance with federal, state, and local laws and regulations. Grounds maintenance services may be sub-contracted, however, the Contractor is ultimately responsible for maintaining the grounds as specified herein.

CG-1.6.1.15 Potable Water Sampling: Using sample bottles/apparatus provided by PWC Norfolk, the Contractor shall take alternate monthly water samples from Buildings 288 and 453 and annual water samples from Buildings 82, 84, 86, 288, and 453 and hold such sample for PWC Norfolk pickup and testing.

CG-1.6.1.16 Communication Services:

CG-1.6.1.16.1 Telephones: A minimum of one (1) commercial telephone line shall be provided by the Contractor at the main terminal office for Craney Island, Sewell's Point, and Yorktown for conducting company business and for personnel use. Government-furnished telephones provided under Appendix B, Government-Furnished Equipment, shall be used for conducting "Official Government Business" only. The Contractor shall provide any additional phones and phone lines required to operate the fuel terminals.

CG-1.6.1.16.2 Internet Connection and Computer System: A dedicated commercial trunk line in the main terminal operation area (building number 288) to include a dial-up service to provide access to the Government's Property Control and Systems Records in compliance with paragraph (a) of Clause I119.04. The Contractor-furnished computer system shall meet the current commercial standards for a computer system capable of accomplishing the data reporting and records keeping required for (1) maintaining the data collection and records keeping associated with product quality surveillance (i.e., product analysis and test reports: and (2) the data collection and records associated with the Contractor's preventive maintenance program, etc).

CG-1.6.1.16.3 Access and Use of Government's Electronic Bill Paying System: The Contractor shall obtain access to "Power Track" through DESC in order to use the Government's electronic bill paying system. The Contractor shall use the Government's "Power Track" system to enter documentation necessary to pay for commercial tug services used for moving fuel to and from customers.

CG-1.6.1.16.4 Radios: The Contractor shall provide sufficient multi-channel, intrinsically safe radios and supporting communication equipment for used by Contract personnel and terminal quality surveillance representatives during all aspects of terminal operations, i.e., loading/offloading tankers and barges, pipeline operations, pipeline patrols, and other activities as deemed necessary to ensure compliance with *33CFR, Part 154.550(a)(2), Emergency Shutdown*. The equipment shall be fully capable of communications between the three (3) terminal areas and NAVSTA Norfolk (Chambers Field). The Contractor shall include a detailed description of the radios, the numb of instruments, the base station and antenna, number of batteries and chargers units, etc, to be provided, with the contract proposal. The Contractor shall secure the operating frequencies as may be required by the local/base communications organizations prior to the contract start date.

CG-1.6.1.17 Vehicles:

CG-1.6.1.17.1 General Purpose Vehicles: The Contractor shall provide all general-purpose vehicles, i.e., pick-up trucks and passenger carrying vehicles, required to operate and maintain the terminals and to transportation of the terminal personnel to their specific work sites during the course of their daily functions.

CG-1.6.1.17.2 Tank Trucks: The Contractor shall provide the tank trucks sized to meet customer quantity requirements within their requested delivery times and to accommodate pier restrictions. The Exhibit of DFSP Workload Data provide historic shipment quantities. The Contractor shall provide qualified drivers for delivering petroleum products over water in accordance with federal, state and local laws and regulations. The Contractor shall be capable of meeting emergent truck delivery requirements.

CG-1.6.1.17.3. Four-wheel Drive Vehicles: In addition to the vehicles that are required by the Contractor to operate and maintain the terminals, the Contractor shall provide two heavy-duty, four-wheel drive vehicles (minimum ¾ ton rating) with trailer hitch, wiring, licensing, and needed accessories to provide for the capability to tow terminal boats, spill containment skimmers, equipment, etc. One shall be assigned to Craney Island, the other to Yorktown and used for towing the aforementioned equipment to provide immediate response to terminal emergencies and to contain any petroleum spill, leak, or seepage.

CG-1.6.1.17.4 Fuel, Oil, and Maintenance: The Contractor shall supply all fuels and lubricants (gasoline, diesel, and oils.) and fully maintain all Contractor and Government-furnished vehicles. All vehicles shall be maintained in accordance with federal, state, and local regulations and reflect the highest presentable corporate image.

CG-1.6.1.17.5 Identification and Appearance: Each Contractor vehicle shall be marked with a permanently affixed company name or logo in a manner and size that is clearly visible. The name or logo shall be applied in a professional manner, reflective of company pride and professionalism. Stenciled or spray painted logos or magnetic placards shall not be used. All vehicles shall display a valid state license plate and safety inspection sticker, and placards as applicable, and shall be maintained in a safe and operable condition. All vehicles shall present a clean, professional appearance.

CG-1.6.1.17.6 Vehicle Stickers: The Contractor shall meet all base vehicle access requirements for the area installations in order to drive vehicles on the installations to service customers.

CG-1.6.1.18 Uniforms: All contract personnel, including site managers, shall wear a distinctive company uniform in performance of their duties. Pursuant to US Department of Labor wage determinations, the Contractor shall provide seasonal uniforms consisting of a shirt and pants or coveralls, a matching seasonal jacket/coat, and a matching baseball type cap. Except for distinctive management dress shirts, all contract personnel shall be provided and wear the same type, style, or design uniform. All shirts, coveralls, jackets, coats, and caps shall be emblazoned with a readily identifiable company name or logo. All shirts, coveralls, jackets, and coats shall also have the employee's nametag affixed. Laundry services or compensation for such services shall also be provided as stipulated by the applicable wage agreement/determination. Uniforms material blends equivalent to the Navy work dungarees (65/35 polyester/cotton) or the Marine Corps fatigue uniform (50/50 polyester/cotton), are acceptable. Static producing synthetic materials such as 100 percent nylon, polyester, Dacron, rayon, banlon, and silks, shall not be provided as a uniform or worn as an under or outer garment.

CG-1.6.1.18.1 Safety Equipment: The Contractor shall provide its employees with safety equipment such as sound suppression devices and safety goggles. If applicable, other special safety equipment for specific operations, i.e., cranial protection, fire retardant overalls, and test equipment for the monitoring of oxygen deficient or explosive atmospheres in confined spaces shall also be furnished by the Contractor.

CG-1.6.1.18.2 Personal Clothing/Equipment: The Contractor shall ensure that employees adhere to all foot, hand, and eye protection programs and that each employee provides and uses personal clothing and safety equipment such as safety shoes, prescription safety glasses, and gloves.

CG-1.7 Planning Information

CG-1.7.1 General. Table (1), Historic Throughput FY 2000-2003, below provides cumulative terminal workload data in terms of product movement for fiscal years 2000-2003. For the purposes of estimating workload, the Contractor should use the quantity noted in the Monthly Throughput row for each terminal. Throughput as defined in Note (2) below, does not include the movement of re-graded product, internal transfers, or the movement of water between the terminals and PWC. The Exhibit of Product Throughput and the Exhibit of DFSP Workload Data provide a more definitive breakdown of workload data with regard to receipts, product issues (shipment), and internal transfers of products and water waste.

Table 1: Historic Throughput FY 2000-2003

Measure [(1)]	***Craney Island***		***Sewell's Point (In Gallons)***		***Yorktown***
	F-76	***JP-5***	***LTL***	***LO6***	***JP-8***
Received	11,679,920	13,409,702	814,956	419,471	10,741,891
Shipped	12,207,124	12,815,636	803,123	444,673	10,674,260
Receipts + Shipped	23,887,044	26,225,338	1,618,079	864,144	21,416,151
2000-2003 Throughput	***11,943,522***	***13,112,669***	***809,040***	***432,072***	***10,708,076***
Annual Throughput	***6,266,548***		***310,278***		***2,677,019***
Monthly Throughput [2]	***522,004*** [(3)]		***25,857*** [(3)]		***223,085***

(1) The reflected values do not include Oily Waste/Waste Water received from US Navy vessels at the Craney Island, or Fuel Oil Recovered (FOR) collections and storage operations. See the Exhibit of DFSP Workload Data.

(2) Throughput, a rough measure of workload, is equal to the total of receipts and shipments divided by two. The data shown is a combined

monthly average of the four (4) years of historical data reflected in the Exhibit of Product Throughput. Note that the data for Craney Island and Yorktown are in ***barrels*** while the date for Sewell's Point is in ***gallons***.

(3) The total of 2000-2003 throughput data divided by 48 months or the average monthly throughput, by terminal, over the past four years.

CG-1.8 Personnel Staffing Objectives

CG-1.8 General: The Contractor shall provide sufficient personnel staffing to accomplish terminal functions and tasks identified in Section CG-2.0, Specific Tasks. The Contractor's staffing and personnel objectives shall be flexible and capable of meeting the demands of simultaneous operations. The most frequent simultaneous operations involve tank truck shipments; pipeline receipts, pier operations, and other tasks identified therein, barge, tanker, and ship operations. The Contractor shall schedule personnel so that no individual works more than 12 continuous hours, followed by an 8 hour break, except in emergency situations approved by the COR. The Contractor shall meet emergent fleet requirements with less than 24 hours notice.

CG-1.9 Operating Hours

Terminal operating hours are outlined in Table 2 that follows. Normal workday operations include product receipts, issues, transfers and the blending of product, quality surveillance, preventive and corrective maintenance, security, and other supporting functions as described in Section CG-2.0, Specific Tasks. All costs associated with these operations shall be included in the price for CLIN 0001.

Table 2: Operating Hours

DFSPs Norfolk				
Function [(1)]	***Operating Hours*** [(2)]	***CI***	***Y***	***SP***
Terminal Control Center Operations	24/7	X	X	
Scheduling Operations [(3)]	0730-1600, Mon thru Fri [(9)]	X	X	
Terminal Operations				[(10)]
Pipeline Operations [(5)]	24/7	X	X	
Barge Operations [(4)(5)]	24/7	X	X	
Pier Side Operations [(5)]	24/7	X	X	
Pier Side Lube Oil Operations [(5)]	Sunrise-Sunset			X
Truck Fill & Off-Load Operations [(5)]	24/7	X	X	X
Security [(6)]	24/7	X	X	
System Maintenance	0700-2400, 7 days per week	X	X	X
Spill Response	24/7	X	X	X
Inventory [(7)]	0700-2400, 7 days per week	X	X	X
Accounting and Administration [(7)]	0700-1600, Mon thru Fri [(11)]	X		
All Other Terminal Functions [(8)]	0700-2400, 7 days per week	X	X	X

(1) Hours of operation outlined herein apply to the applicable terminal specified in the three columns to the right of the table.

(2) Except for Terminal Control Center Operations, 24/7 (24-hours per day, 7-days per week) should not be construed as a requirement for continuous staffing when receipt/issue operations are not occurring

(3) Capable of receiving customer requests for service by direct contact, email, answering machine, or other means 24 hours per day

(4) Includes all barge refuel and defuel operations at any Tidewater area location

(5) To include all pre and post load and off-load quality surveillance actions required and necessary to ensure the quality of product loaded before that product reaches its delivery destination

(6) See Section CG-2.9, Terminal Security, for specific security manning as it applies to each specific terminal area

(7) To include all manning required to undertake end-of month/year inventory, accounting, and administrative actions that may fall on weekends/holidays
(8) "Other Terminal Functions" are defined as all other work applicable to the operation of the terminal system, i.e., intra-terminal transfers, tank stripping, berm and canal de-watering, shop repairs of equipment, grounds care and maintenance, etc., and associated administrative functions.
(9) Excludes weekends and holidays as stipulated in the wage determination
(10) Except as required to perform preventive maintenance and maintain systems, perform inventories, undertake security responsibilities and provide access for authorized personnel, and to perform specific receipt, issue, and transfer (JP5 valve pit setup/monitoring) tasks, there are no operators assigned to Sewell's Point.
(11) Basic administrative and accounting functions performed at all three terminals (forms, documentation, reports, and other data as may be applicable to accounting and administration) are forwarded to the central office at Craney Island 24 hours per day, 7 days per week.

CG-1.10 Continuous Capability Operations

CG-1.10.1 Receipt and Issue Operations: The Contractor shall be capable of conducting receipt/issue operations via tanker, barge, US Navy ships, and US Navy sponsored ships 24-hours per day, seven days per week. The contractor shall be capable of sampling and testing fuel for these operations on a 24-hours per day, seven days per week basis.

CG-1.10.2 Staffing Requirement: The 24 hour per day, seven days per week capability should not be construed as a requirement for continuous staffing when receipt/shipment operations are not occurring. Terminal control centers located in Craney Island Bldg. 288 and Yorktown Bldg 139 shall be manned 24/7.

CG-1.10.3 Transportation Equipment: The Contractor shall use Government-furnished barges to the maximum extent possible when issuing fuel to authorized customers on a **24-hours per day, seven days per week basis**. Use of a contracted conveyance for the delivery of fuel shall be approved in advance by the COR and shall be accomplished in accordance with DESC-Americas East guidance and routing orders. Constant communications must be maintained with all vessels to determine exact arrival times for scheduling Contractor's work force.

CG-1.11 Personnel Qualifications

The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance standards and comply with all applicable federal, state, and local laws and regulations. They shall be able to speak, read and comprehend English (be literate) to the extent of reading and understanding printed regulations, detailed written orders and operating procedures, training instructions and materials and be able to compose reports which convey complete information.

CG-1.12 Key Personnel

CG-1.12.1 Corporate Executive Officer: To assure continuity between the Terminal Superintendent and the Contractor's home office, the Contractor shall, for the duration of the contract, employ an executive officer who has the authority to make decisions concerning this contract; a complete understanding of the terms and conditions of this contract; and working experience in the operation and maintenance of bulk fuel storage facilities equivalent to that managed under this contract.

CG-1.12.2 Terminal Superintendent

CG-1.12.2.1 Specialized Experience: The Terminal Superintendent shall have a minimum of six (6) years (collective) of specialized experience in bulk fuel terminal operations to include the receipt, storage and internal handling, and shipment of petroleum products via modes of transport ranging from motor tank wagon to ocean tanker and barge, and pipeline. Specialized experience is defined as, but not necessarily limited to, the knowledge, skills, and abilities obtained as a result of direct participation in the aforementioned bulk fuel terminal operations. Of the six (6) years, a minimum of three (3) years will be upper level management experience at a deepwater bulk fuel terminal with direct oversight and management responsibilities for the entire terminal, i.e., Superintendent or Assistant Superintendent position. Practical experience shall include the operation and maintenance of bulk petroleum storage tank systems; the interconnecting pipelines, receipt headers, and fillstand facilities, as well as the maintenance and upkeep of pier facilities, environmental systems, and area grounds. The Terminal Superintendent shall also have a working knowledge of aircraft fuel services operations, quality surveillance, inventory and accounting, and preventive maintenance systems to the extent that he/she understands the documents and reports for which he/she will be responsible.

CG-1.12.2.2 Supervisory Experience: The Terminal Superintendent shall have a minimum of three years of management/supervisory experience gained within five years immediately prior to the latter of the contract start date or the individual's hiring date, and a minimum of two years of supervisory experience in bulk fuel terminal operations with emphasis in systems operations and maintenance and environmental compliance.

CG-1.12.2.3 Spill Response and Hazardous Waste Management Qualifications: The Terminal Superintendent shall be a qualified Facility Spill Coordinator (FSC) and On Scene Coordinator (OSC), shall be qualified in the management of hazardous waste, and shall present certificates of completion for the following Texas A&M University, Texas Engineering Extension Service or documented equivalent courses.

CMST, FRSOIL, Fresh Water Spill Training (40 hours)
CMST, SMTQUI, Spill Management Team-Qualified Individual OPA 90 (40 hours)
ESTI, 701005, 40-Hour HAZWOPER for Clean-up Operations – 29CFR1910.120 (40 hours)
ESTI, 701007, HAZWOPER for Supervisors and Managers (8 hours)
PST, HW1001, Hazardous Waste Management (24 hours), or Taylor Morgan course DESC DOT Hazardous Material Regulations (8 hours)

CG-1.12.2.4 Collateral Duties: The Terminal Superintendent position shall not be a collateral function nor shall he/she be assigned or perform collateral duties.

CG-1.12.3 Assistant Terminal Superintendent:

CG-1.12.3.1 Specialized Experience: The Assistant Terminal Superintendent shall have a minimum of three years of specialized experience equivalent to that outlined in Section CG-1.12.2.1 above.

CG-1.12.3.2 Supervisory Experience: The Assistant Terminal Superintendent shall have a minimum of two years of supervisory experience in bulk fuel terminal operations with emphasis in operations and maintenance and environmental compliance.

CG-1.12.3.3 Spill Response and Hazardous Waste Management Qualifications: The training identified for the terminal superintendent, also applies to the assistant terminal superintendent; however, he/she must have the training prior to or within six months of the contract start date or the individual's hiring date.

CG-1.12.3.4 Collateral Duties: The Assistant Terminal Superintendent position shall not be a collateral function nor shall he/she be assigned or perform collateral duties.

CG-1.12.4 Availability: Either the Terminal Superintendent or Assistant Terminal Superintendent shall be locally available for terminal oversight 24 hours per day, seven days per week, year round, including holidays.

CG-1.12.5 Replacement of Key Personnel: Should it become necessary to replace a key person, the Contractor shall provide the Government 15 days advance notice in writing and a resume of the proposed candidate that supports the experience requirements listed above. All proposed replacements (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

CG-1.12.6 Substitutions: If key personnel for whatever reason become unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the Contractor's proposal, the Contractor shall propose a substitution of such personnel in accordance with the following:

CG-1.12.6.1 Substitution Requests: All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least 15 days (30 days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

CG-1.12.7 Level of Effort Increases: In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the Contractor shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

CG-1.12.8 Contracting Officer's Actions

CG-1.12.8.1 Responses to Requests: The Contracting Officer shall evaluate requests for replacement, substitution or addition of personnel and promptly notify the Contractor, in writing, whether the request is approved or disapproved.

CG-1.12.8.2 Contract Termination: If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or are unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, she/he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

CG-1.13 Additional Personnel Requirements

CG-1.13.1 General: The following positions are required for the safe and efficient operations of the DFSP Norfolk terminals. The number of personnel filling the positions will be in accordance with the Contractor's manning plan. In accordance with that plan and as outline in Appendix G, Required Reports, the Contractor shall submit to the COR a monthly manning roster that, at a minimum, identifies personnel by name, position, full or part time status, and their date of hire for all three terminal facilities. The monthly manning roster shall be provided prior to the beginning of business of the first workday of the month.

CG-1.13.1.1 Replacement of Personnel: Replacements for any vacancies should be aggressively pursued. So as to provide a complete understanding of the workforce available, the Contractor shall report to the COR in writing all vacancies as they occur and an estimate as to the time it will take to fill the vacancy and to indoctrinate the new employee in that position.

CG-1.13.2 Automated Fuel Handling Equipment Operator: Shall be qualified as a Fuel Distribution System Operator with a minimum of two years of operational experience at a fuel terminal. The Operator shall be trained in automated fuel handling equipment and possess sufficient computer and radio skills to monitor and control an automated fuel distribution system (tanks, valves, pumps, etc.) of a bulk fuel terminal. Using the AFHE system, the operator shall define, initiate, control, and monitor fuel evolutions from a central control panel. In addition to operational control, the operator shall monitor alarms and inventory levels. The AFHE Operator shall not perform or be assigned collateral duties.

CG-1.13.3 Electrician: (as defined in the Service Contract Act, Directory of *Occupations*): The Electrician shall have a minimum of one-year experience at a bulk fuel terminal. The electrician shall not perform or be assigned collateral duties.

CG-1.13.4 Fuel Accounting Clerk: The Fuel Accounting Clerk shall be fully knowledgeable of manual and automated fuel management and accounting systems such as the Fuels Automated System (FAS) and FAS Enterprise Server (FES). The fuel accountant shall also be knowledgeable and capable of work within all systems as they relate to fuel management accounting. The Fuel Accounting Clerk shall possess sufficient computer skills to use client/server applications in a Microsoft Windows environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; send and receive email; and to use web browsers to send and receive information. The use of Microsoft standard office products such as Word, Excel, and PowerPoint; other commercial off the shelf applications, utilities; and custom software in such a manner that daily fuel operations are effectively and efficiently conducted may also be required. Those skills shall include the use of the real time information systems, the manipulation data within the Fuel Manager system and the related fuel management modules and status systems. The Clerk shall have a minimum of one year of experience. The Fuel Accounting Clerk shall not perform or be assigned collateral duties.

Note: The Fuel Accounting Clerk shall be capable of completing a security background check and meet the ADP Level III non-critical/sensitive classification requirements necessary to obtain a log-on identification and password to accomplish FES data entry.

CG-1.13.5 Fuel Terminal Scheduler: Shall have a minimum of two years of bulk fuel marine terminal experience. Shall be computer literate to include the ability to logon; shutdown; initiate modems; manipulate files; send and receive email; and to use web browsers to send and receive information. He/she shall also be familiar with the use of word processing and spreadsheet software, other commercial off the shelf applications and utilities; and custom software, as may be required, to ensure that daily fuel scheduling operations are conducted in an effective and efficient manner. The Scheduler shall be knowledgeable in radio communications, instructions/regulations pertaining to fueling and defueling of Government vessels, and Government forms used to document fuel servicing. The Scheduler shall be capable of communicating in English. The Scheduler shall not perform or be assigned collateral duties.

CG-1.13.6 Fuel Distribution System Operator: Shall have a minimum of one year of operational experience in storage and distribution of bulk petroleum. Lead Operators shall have a minimum of two years of operational experience. *Anyone failing to meet these qualifications and experience requirements shall be considered a trainee. No more than one trainee per shift and location shall be allowed to work.* Trainees shall neither work alone nor be given responsibilities for which they are not qualified to perform. Trainees shall have at least one year of operational experience to become a qualified Fuel Distribution System Operator.

CG-1.13.7 Fuel Distribution System Mechanic: Shall have a minimum of two-years experience to include at least one year at a bulk fuel terminal as a mechanic. The Liquid Fuel Distribution System Mechanic shall not perform or be assigned collateral duties.

CG-1.13.8 Lead Quality Surveillance Technician: Shall have the same qualifications as a Fuels Distribution System Operator and a minimum of six months experience in the quality surveillance field at a bulk fuel terminal. The Quality Surveillance Technician shall be experienced in the use of common fuel sampling equipment, storage tanks and conveyance sampling procedures, and conducting Type C testing required for all products stored at DFSP Norfolk. His/Her experience, as reflected by the individuals training record, shall include knowledge of the properties, characteristics and specifications of the petroleum products stocked and handled, the various means used to sample fuel handling equipment and systems, from receipt to product issue. Individual must be knowledgeable in the operation, maintenance and calibration of lab equipment, record keeping and laboratory safety procedures. Individual is responsible for the proper training of other personnel required to perform quality functions. The Quality Surveillance Technician shall not perform or be assigned collateral duties.

CG-1.14 Other Personnel Requirements

CG-1.14.1 Special Licenses, Skills, Training, and Certifications: The tasks outlined in Section CG-2.0, Specific Tasks, may require other special licenses, i.e. commercial drivers license (CDL), tankerman, etc., skills, training or certifications. Personnel will be required to operate heavy equipment (forklift and crane), boats, tank trucks, and semi-trailers, both on and off base. A list of all equipment is provided in the database provided to the Contractor during the solicitation period. The Contractor shall evaluate task requirements and provide qualified personnel to complete tasks in accordance with all applicable federal, state, and local laws and regulations. The Contractor shall provide, as part of his proposal, documentation which outlines how he intends to maintain and ensure compliance with all applicable federal, state, and local laws and regulations involving special licenses, skills, training, or certification, i.e., barge operators, heavy duty and special purpose equipment operators/drivers, marine equipment operators, etc.

CG-1.14.2 Security Clearances: Certain administrative tasks will require a Confidential Security Clearance. The Contractor's personnel shall provide the necessary information for obtaining a security clearance, if required.

CG-1.15 Personnel Replacements

CG-1.15.1 Replacements: If the personnel listed in Section CG-1.13, for whatever reason, become unavailable for work under this contract for a continuous period exceeding 30 calendar days, or is expected to devote substantially less effort to the work than indicated in the Contractor's proposal, the Contractor shall replace such personnel in accordance with the following:

- ✓ The Contractor shall provide the COR a detailed explanation of the circumstances necessitating the replacement,
- ✓ The Contractor shall provide the COR a complete resume of the replacement, and any other information required by the Contracting Officer or COR to review the replacement's qualifications.
- ✓ All replacements (no matter when they replace other personnel during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.
- ✓ The Contractor shall not have the position vacant for more than 30 calendar days, unless authorized by the Contracting Officer.

CG-1.15.2 Contract Termination: If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or are unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, she/he may equitably adjust the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

CG-1.16 Correspondence and Visits

CG-1.16.1 Correspondence: The Contractor shall be responsible for preparation of all correspondence pertaining to the operation of the DFSP including military message traffic.

CG-1.16.2 Visits: The Contractor shall notify the COR of any and all visits or notice of intent to visit contract management, its employees, or the contracted facilities by any federal, state, local government, base (military) office/agency, union representative, or contract corporate officer. Except for that considered to be company or proprietary documents, the Contractor shall provide the COR copies of all correspondence resulting from such visits.

CG-1.17 Defense Energy Support Center-Americas East

CG-1.17.1 General: The Defense Energy Support Center-Americas East (DESC-Americas East) is responsible for defining authorized customers within the region. The DESC-Americas East has complete jurisdiction over the movement of fuel. DESC-Americas East will define the customers and quantities of fuel to be moved. Daily coordination of fuel movement shall be left to the Contractor, as long as customers and quantities match the Source Identification and Ordering Authorization (SIOATH). The Contractor shall refer all problems pertaining to transportation (such as demurrage, routing and loss of product while in transit, furnished tank trucks, damage to Government facilities caused by commercial transporters, etc.) to DESC-Americas East and notify the COR. The Contractor shall schedule the loading of DESC-Americas East designated tank trucks and barges with the contracted carrier. The DESC-Americas East will notify all activities to be supported and a copy of this notification will be furnished to the Contractor. This notification will also serve as a release document for the Contractor and may be in SIOATH or other format.

CG-1.18 Information and Records Management

CG-1.18.1 General: Documents held or generated by the Contractor may take the form of personnel files, i.e., individual training records, company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered internal company records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records, except personnel training records, Contractor's owned equipment history records, and internal company management records, shall be turned over to the Government.

CG-1.18.2 Reports: The Contractor shall submit reports to the COR per Appendix G. The Contractor shall provide special reports as requested by the Government for audits, inspections, reviews, and research.

CG-1.18.3 Historical Information: The Contractor shall collect and maintain accurate historical information on receipts, shipments, waste water and internal transfers, draining of tank and berm water, defueling services, and quality surveillance testing as outlined in the embedded tables and attached exhibits. The Contractor shall present the historical data by product, mode, number of receipts, shipments, and transfers/tests, quantities, and totals. The Contractor shall update the information on a monthly basis and make it available COR. Furthermore, documents held or generated by the Contractor may take the form of personnel files, i.e., individual driver and training records, proprietary company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered proprietary company records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records except personnel driver and training records, Contractor's owned equipment history records, and proprietary company management records shall be turned over to the Government.

CG-2.0 SPECIFIC TASKS - CLIN 0001 - FIRM FIXED PRICE

CG-2.1 Terminal Product Operations

CG-2.1.1 General: Unless otherwise specified, all functions described herein shall be included in the firm fixed price for CLIN 0001. Further note that the firm fixed price includes all effort required to recognize and initiate response actions for those supplies/services that are reimbursable under CLIN 0002, 0003, 0004, and 0005. To that end, the Contractor shall receive, store, sample and test, internally transfer, and ship petroleum products at Craney Island, Sewell's Point, and Yorktown. Terminal operations in support of authorized activities are defined as those actions required and necessary to receive, store and handle, and issue (ship) the products handle with the tree terminal system.

CG-2.1.1.1 Operation Procedures: Within 60 days of contract startup, the Contractor shall submit for review and acceptance by the Government, detailed standard operating procedures for the receipt, internal handling, and shipment of products at all three terminals. The detailed plans shall include the number of proposed full time and part time employees identified by the wage determination and job classification and shall be in accordance with the staffing plans addressed in Section CG-1.5.3.6, Staffing Plan.

- **Requirement**:
  - ✓ All operating personnel shall be able to recognize and handle potential hazards to avoid dangerous exposure and to develop safe working habits, practices, and skills
  - ✓ All personnel shall have access to operation plans

- **Minimum Performance Standards**:
  - ✓ 100% documentation and compliance with Government approved operation plans.
  - ✓ 100% documentation verifying all operations are conducted in accordance with Government approved staffing charts.

CG-2.1.1.2 Non-routine Operations: The Contractor shall submit a detailed operational order (procedure) to the COR for concurrence for any significant, non-routine operation. The order shall be submitted prior to scheduling and conducting the operations. The order shall include the major steps, sequence of events, parties involved, impact on normal operations, safety precautions, etc. The Contractor shall conduct a brief with all parties involved prior to implementation of the order. Non-routine operations include, but are not limited to, the transfer of fuel from a barge directly to tanker trucks, the transfer of fuel from Sewell's Point tanks to a barge, and major repairs.

CG-2.1.1.3 Adverse Conditions: The Contractor shall be responsible for performing fuel operations and safeguarding fuel supplies during normal and adverse conditions. Terminal fuel operations may be hampered by unusual conditions such as thunderstorms, hurricanes, etc.

CG-2.1.1.4 Terminal Control Centers: The Contractor shall man and operate the Terminal Control Centers at Craney Island, Building 288, and Yorktown, Building 139, 24 hours per day, seven days per week.

CG-2.1.1.4.1 Craney Island and Yorktown Fuel Terminals

- ✓ The Contractor shall provide one qualified Automated Fuel Handling Equipment (AFHE) Operator and one qualified Fuels Distribution System Operator to man and operate the Terminal Control Centers 24 hours per day, 7 days per week.
- ✓ The requirement for the AFHE Operator is to monitor the status of the AFHE System and to provide emergency response and notifications.
- ✓ The requirement for the Fuels Distribution System Operator is to provide assistance in the field to the AFHE Operator in monitoring the status of the AFHE System and providing emergency response. At Yorktown Fuel Terminal, the Fuels Distribution System Operator will also provide terminal security checks.

- ✓ The Terminal Control Center personnel shall not be assigned or permitted to perform janitorial services, grass, brush, and weed control or any other terminal function that is not associated with the operation of the Terminal Control Center, AFHE System, serving as the focal point for the terminal emergency response capability, and terminal security checks.
- ✓ The purpose of the requirement for the qualified personnel is to ensure that the Terminal Control Center is manned 24 hours per day, seven days per week. The Contractor shall identify his computations in the proposal.

CG-2.1.1.4.2 Operations Schedulers

CG-2.1.1.4.2.1 Craney Island Fuel Terminal: As outlined in Table 2, Operating Hours, the Contractor shall provide a dedicated scheduler capable of receiving fueling requests from customers; scheduling shipments, deliveries, and receipts; making scheduling changes; and creating daily schedules of fuel operations. The Scheduler shall not perform or be assigned collateral duties.

CG-2.1.1.4.2.2 Yorktown Fuel Terminal: The DESC Americas East will schedule waterborne and pipeline shipments and receipts whereas Craney Island schedules truck shipments and receipts. The Contractor shall make manning adjustments as transport conveyance schedules change.

CG-2.1.2 Craney Island Fuel Terminal, UY7331

CG-2.1.2.1 Craney Island Product Operations

CG-2.1.2.1.1 General: DFSP Craney Island is tasked with receiving, storing, sampling and testing, and shipping F76, JP5 and FOR to designated DoD activities. DFSP Craney Island is comprised of the North Group, tanks 472-479, the East Group, tanks 1-19, truck issue tanks 40, 42, and 43, and the tank truck fillstand, Piers C and D, various pipelines and transfer piping systems, a fuel additive injection system and auxiliary support facilities. Refer to Appendix F, Maps, for a map of DFSP Craney Island.

CG-2.1.2.1.2 Piers: Pier C can service one vessel up to 600 feet in length. Pier D can service two vessels up to a combined length of 1200 feet in length. Both piers have a maximum draft of 42 feet at mean low water and are equipped with fuel loading arms and hose riser manifolds.

CG-2.1.2.1.3 Pipelines: The pipelines and transfer systems allow for the receipt, transfer and shipment of F76, JP5 and FOR.

CG-2.1.2.1.4 Truck Fillstand: The tank truck fillstand is located immediately south of the tank truck issue tank group. The fillstand is covered and equipped with sixteen meters and four pumps. Tank trucks can be filled with F76 or JP5.

CG-2.1.2.1.5 Barges: DFSP Craney Island operates seven Government-owned fuel barges, four (4) F76, two (2) JP5, and one (1) FOR. The barges are used to transport fuel to and from US Navy ships berthed at Sewell's Point, Norfolk Naval Shipyard, Little Creek Amphibious Base, and local private shipyards. Commercial barges are also used to transport fuel to North Landing and other locations, and for defueling US Navy ships when it is more efficient than using Government barges. See section CG 1.10.3, Transportation Equipment, regarding the movement of product by government/commercial barge.

CG-2.1.2.1.6 Infrastructure Projects: Operations at the Craney Island terminal will be affected by the infrastructure military construction (MILCON) project P-444. The objective of this project is to replace and consolidate the storage capacity of tanks 1 through 19 at Craney Island and the JP-5 and F-76 tanks at the Sewell's Point terminal. This project is scheduled to begin in 2006, with an intended completion in 2008. Information regarding additional projects that may affect contract workload are available through the Defense Fuels Web, https://fuelsweb.desc.dla.mil/locks.asp (registration, account name, and password application required).

CG-2.1.2.2 Craney Island Product Receipts

CG-2.1.2.2.1 Pipeline Receipts: JP5 and F76 are received primarily via the Craney Island terminal pipeline connection to the Colonial Pipeline System and infrequently by tanker, barge, and tank truck. All fuels shall be sampled and tested in accordance with Section CG-2.2. The Colonial Pipeline System delivers F76 and JP5 to Craney Island through the Colonial Pipeline System Pipeline Connection and Manifold Facilities located on Craney Island. Flow rates vary dependent upon Colonial Pipeline System operations, but generally range from 1,500 to 4,500 barrels per hour. Interface cuts between F76 and JP5 are detected by manually sampling from a sample point located near the custody transfer point. Pipeline receipts *average 46,000 barrels*. Colonial Pipeline System currently injected Fuel System Icing Inhibitor (FSII) additive into incoming JP5.

CG-2.1.2.2.2 FSII Injection System: The Contractor is responsible for the operation and maintenance of the terminal FSII injection system, which consists of storage tanks, injection pumps, and instrumentation. The injection system is designed to inject FSII during tank-to-tank transfers in order to bring the fuel up to specification. The system is currently not operational; however, the Contractor shall maintain the FSII injection system in a "caretaker" status as defined by Appendix D, Definitions.

CG-2.1.2.2.3 Vessel Receipts: Fuels can be received from tankers and barges at both Pier D and Pier C. The pier pipeline is limited to a maximum pressure of 90 PSI. The average off-loading rate for tankers is 5,000 barrels per hour, and for barges is approximately 2,000 barrels per hour.

CG-2.1.2.2.4 Truck Receipts: Tank truck receipts are generally limited to returns of small volumes of fuel. F76 and JP-5 returns are pumped from the truck offload rack to a tank.

CG-2.1.2.2.5 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Craney Island. It reflects historical workload data, relevant product receipt actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall receive, test, and inventory all Government-owned products
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies
  - ✓ All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
  - ✓ The Contractor shall inject fuel additives, FSII, as required to the levels specified in the product specification, unless otherwise directed by the Contracting Officer/DEO/COR
  - ✓ The Contractor shall prepare all documents required for product receipt in accordance with Clause I119.04
  - ✓ The Contractor shall allow each vessel to unload safely at a maximum rate commensurate with terminal capability and shall load safely at the maximum rate commensurate within the facilities/vessel capability but no greater than 90 PSI
  - ✓ Fuel pier transfer operations shall not occur until the vessel is properly boomed.

- **Minimum Performance Standards**:
  - ✓ No fuel spills due to Contractor fault, negligence, or misconduct.
  - ✓ No Contractor caused demurrage charges during tanker, barge, or tank truck receipt operations
  - ✓ No fuel contamination due to Contractor fault, negligence, or misconduct.
  - ✓ No quantity variations outside the tolerance defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.

CG-2.1.2.3 Craney Island Product Shipments

CG-2.1.2.3.1 General: Fuel is issued (shipped) from the Craney Island terminal facility via pipeline, tank trucks, barges, and the terminal pier facilities.

CG-2.1.2.3.1.1 Pipeline Shipments: JP5 to transferred to Chambers Field at Naval Station Norfolk through the Government-owned ten-inch underwater pipeline system. This pipeline originates at the pumps in Building 87 and terminates at the Naval Air Station bulk storage system. The flow rate varies from 1,200 to 1,500 barrels per hour, depending on the source tank and the number of pumps in operation.

CG-2.1.2.3.1.2 Vessel Shipments: With the exception of tanks 40, 42, and 43 that are normally used to supply JP5 to the tank truck fillstand, terminal pipeline manifold connections allow all major tank groups to be issue resources to ships and barges at the piers. Custody transfer is based on automatic tank gauge or manual gauging of shore tanks. Individual issues to tankers average 80,000 barrels while issues to US Navy and commercial barges fall in the ranging of 8,000 to 30,000 barrels. All vessels require line handling. All tankers and ships loading or off loading product at the terminal pier facilities require booming.

CG-2.1.2.3.1.3 Truck Shipments: Issues of F76 and JP5 to tank truck occur at the tank truck fillstand, Building 251, located in the eastern central portion of Craney Island. Custody transfer occurs at the fillstand meter. The fillstand is a covered facility equipped with sixteen meters supplied by four pumps. There are four loading positions, each of which is served by two F76 and two JP5 meters.

CG-2.1.2.3.1.4 Barge Shipments: Government and commercial barges are used to transport fuel to and from US Navy ships berthed at Sewell's Point, Norfolk Naval Shipyard, Little Creek Amphibious Base, local private shipyards, North Landing, and other locations.

CG-2.1.2.3.1.5 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Craney Island. It reflects historical workload data, relevant product movement actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall ship all authorized products.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
  - ✓ All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
  - ✓ The Contractor shall coordinate commercial carrier delivery 24 hours in advance to avoid emergency transportation charges. The only exception to this shall be customer-initiated requests for transportation of fuel within a 24-hour period.
  - ✓ Each fuel pier transfer operation shall not occur until the vessel is properly boomed.
  - ✓ The Contractor shall prepare all documents required for product Shipments.

- **Minimum Performance Standards:**
  - ✓ All petroleum products shall be shipped on-specification, unless authorized by the COR.
  - ✓ No fuel spills due to Contractor fault, negligence or misconduct.
  - ✓ No quantity variations outside the tolerance as defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ No Contractor caused demurrage charges during tanker, barge or tank truck issue operations.
  - ✓ No operational delays in excess of one hour; time commences once the tanker/barge/truck is ready to receive.

CG-2.1.2.4 Craney Island Product Storage and Internal Transfers

CG-2.1.2.4.1 Storage: Appendix A, Government Furnished Facilities, summarizes the Craney Island storage tanks, their locations, and capacities for each product.

CG-2.1.2.4.2 Transfers: Internal transfers may be required to meet operational requirements. Internal transfers are considered integral to DFSP operations and are not part of the throughput computation. The average internal transfer rates are consistent with shipment rates. Examples include: emptying a tank for maintenance, loading Navy barges for re-issue, increasing the volume of a tank scheduled as an issue tank, blending off non specification fuels, or tank to tank transfers associated with increasing the FSII concentration in JP5. Except as may be directed by the COR, i.e., transfers involving off-specification or untested product, decisions on tank to tank transfers are left to the discretion of the Contractor.

- **Requirement**:
  - ✓ The Contractor shall store, transfer, sample and test, and inventory all authorized products received in appropriate Government-furnished tanks and vessels.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
  - ✓ All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
  - ✓ Product shall not be blended, downgraded or surveyed without COR authorization.
  - ✓ Off-specification or untested product will not be transferred without COR authorization.
  - ✓ If fuel contamination is detected while conducting a fuel operation, that operation shall be suspended until such time that on-specification product can be transferred or approval from the COR is obtained to continue.
  - ✓ The Contractor shall prepare all documents required for internal transfers.

- **Minimum Performance Standards**:
  - ✓ No Contractor caused demurrage charges during tanker, barge, or tank truck receipt/issue operations
  - ✓ Monthly physical and book storage inventories shall not vary more than 0.25%, as defined by Appendix D
  - ✓ No quantity variations outside the tolerance defined in Appendix D for internal transfers. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ Storage practices shall not result in contamination or degradation of products.
  - ✓ No fuel spills due to Contractor fault, negligence or misconduct.
  - ✓ Product shall be maintained on-specification at all times.

CG-2.1.3 Sewell's Point Fuel Terminal, UY7332

CG-2.1.3.1 Sewell's Point Product Operations

CG-2.1.3.1.1 General: Sewell's Point receives, stores and handles, then ships LTL (2190) and LO6 (9250) lube oils to authorized customers. However; the Sewell's Point Terminal is comprised of four (4) F76 storage tanks (67, 68, 109, and 110), two (2) JP5 storage tanks (144 and 145), seven (7) lube oil tanks (244, 245, 246, 247, 357, 358, and 361), three (3) waste oil tanks (356, 359, and 362), an F76/JP5/lube oil truck fillstand (facility 254), a lube oil truck fillstand (facility 253), pipelines, F76/JP5 pump houses (buildings W-69 and W-61), transfer piping systems, and auxiliary support facilities. Fuel pipelines and risers configured for fuel hose connections and the servicing of ships are currently installed on twelve of the piers at Naval Station Norfolk. Additionally, the South wall adjacent to pier 20 is equipped with hydraulic loading arms at the Sewell's Point barge loading station. Except for the JP5 pipeline to Chamber Field at Naval Station Norfolk, all of the F76 and JP5 fuel infrastructure at the Sewell's Point Terminal and Naval Station Norfolk piers shall be maintained in a "caretaker" status by the contractor. See Appendix F, Maps, for a site map of Sewell's Point.

CG-2.1.3.1.2 Trucks: Ships berthed at the Naval Station are serviced using Contractor-furnished trucks from Sewell's Point or Craney Island, see Section CG-2.1.2.3, Craney Island Product Shipments.

CG-2.1.3.1.3 Booming: The Sewell's Point Terminal shall ensure that the PWC Oil Recovery Team has deployed a spill protection boom around each submarine or vessel (as requested by the vessel Commanding Officer) scheduled to receive fuel and shall notify and obtain permission to proceed from the Naval Station Norfolk Fire Marshall prior to commencing any fuel deliveries (barge or truck).

CG-2.1.3.1.4 Infrastructure Projects: Operations at the Sewell's Point Terminal will be affected by the MILCON project P-445, a project to replace and relocate the lube oil tanks and truck fillstand at the Sewell's Point terminal. This project is scheduled to begin in 2006 with an intended completion in 2008 and will ultimately reduce the workload at Sewell's Point.

CG-2.1.3.2 Sewell's Point Lube Oil Receipts

CG-2.1.3.2.1 Truck Receipts: Lube oil is received at the Sewell's Point via tank truck. All lube oil shall be sampled and tested in accordance with MIL-STD-3004.

CG-2.1.3.2.2 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Sewell's Point. It reflects historical workload data, relevant product receipt actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall test, receive, and inventory all authorized products.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
  - ✓ All lube oil deliveries shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables. Lube oils shall be corrected to the standard temperature of 60^{o} F regardless of quantity.
  - ✓ The Contractor shall prepare all documents required for product receipt IAW contract Clause I119.04.
  - ✓ The Contractor shall allow each tank truck to unload safely at a maximum rate commensurate with the terminal's capability.
  - ✓ Custody accounting shall be based on calibrated meter or weight measurements.

- **Minimum Performance Standards**:
  - ✓ No fuel spills due to Contractor fault, negligence or misconduct.
  - ✓ No Contractor caused demurrage charges during barge or tank truck receipt operations.
  - ✓ No quantity variations outside the tolerance defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.

CG-2.1.3.3 Sewell's Point Lube Oil Shipments

CG-2.1.3.3.1 Truck Shipments: Contractor furnished tank trucks issue product to ships pier side. The Contractor shall transport, deploy, and connect Government-furnished hoses at the piers and return them to storage upon completion of each evolution.

CG-2.1.3.3.2 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Sewell's Point. It reflects historical workload data, relevant product issue actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall issue all authorized products.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
  - ✓ All lube oil deliveries shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables. Lube oils shall be corrected to the standard temperature of 60^{o} F regardless of quantity.

- ✓ The Contractor shall coordinate commercial carrier deliveries 24 hours in advance to avoid emergency transportation charges. The only exception to this shall be customer-initiated requests for transportation of fuel within a 24-hour period.
- ✓ Transfer operation shall not occur until the vessel and barge are properly boomed unless otherwise directed by the COR. Booming will be in accordance with local regulations. Port operations personnel arranges for booming through PWC.
- ✓ The Contractor shall prepare all documents required for product shipments.
- ✓ The Contractor shall receive approval from the base fire department prior to issuing products.
- ✓ The Contractor shall safely load at the maximum rate commensurate within the tank truck's/terminal's/vessel's capability.

- ➢ **Minimum Performance Standards**:
  - ✓ All petroleum products shall be shipped on-specification, unless authorized by the COR.
  - ✓ No fuel spills due to Contractor fault, negligence, or misconduct.
  - ✓ No quantity variations outside the tolerance as defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ No operational delays in excess of one hour; time commences once the vessel is ready to receive.

CG-2.1.3.4 Sewell's Point Product Storage and Internal Transfers

CG-2.1.3.4.1 Storage: The total storage capacity of in-service lube oil tanks is approximately 112,000 gallons. The tables shown in Appendix A summarize the storage tanks, their location, and capacities.

CG-2.1.3.4.2 Transfers: Tank to tank transfers may be necessary to accommodate operational requirements. Examples include: emptying a tank for maintenance or increasing the volume of a tank scheduled as an issue tank. Tank to truck transfers involve the loading of Contractor-furnished trucks which will be used to ship lube oil to authorized customers. With the exception of COR directed transfers, decisions on transfers are left to the discretion of the Contractor.

CG-2.1.3.4.3 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Sewell's Point. It reflects historical workload data, relevant product movement actions, and should be used as the baseline for future workload.

- ➢ **Requirement**:
  - ✓ The Contractor shall store, transfer and inventory all authorized products received in appropriate Government-furnished tanks and Contractor-furnished trucks.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
  - ✓ All lube oil transfers shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
  - ✓ No product shall be blended, downgraded or surveyed without COR authorization.
  - ✓ If contamination is detected while conducting an operation, that operation shall be suspended and the COR shall be notified immediately.
  - ✓ The Contractor shall prepare all documents required for internal transfer.

- ➢ **Minimum Performance Standards**:
  - ✓ No Contractor caused demurrage charges during tank truck receipt/issue operations.
  - ✓ Monthly physical and book storage inventories shall not vary more than 0.25%, as defined by Appendix D.
  - ✓ No quantity variations outside the tolerance defined in Appendix D for internal transfers. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ Storage practices shall not result in contamination or degradation of products.
  - ✓ No spills due to Contractor fault, negligence or misconduct.
  - ✓ Product shall be maintained on-specification at all times.

CG-2.1.4 Yorktown Fuel Terminal, UY7333

CG-2.1.4.1 Yorktown Product Operations

CG-2.1.4.1.1 General: Yorktown receives, stores, samples and tests, and ships JP8 to authorized customers. Yorktown is comprised of the following main areas: Group A tanks (#s 201-205), Group B tanks (#s 206-210), Group C tanks (#s 211-214), Group D tanks (#s 186-191), two tank truck fillstands, fuel pier, pipelines, transfer piping systems, and auxiliary support facilities. Refer to Appendix F for a map of Yorktown.

CG-2.1.4.1.2 Pier: The fuel pier can accommodate ships up to 715 feet long with a maximum draft of 32 feet at mean low water. Two vessels can be serviced at the pier at one time. The pier is equipped with four hydraulic loading arms and five JP8 hose manifolds.

CG-2.1.4.1.3 Pipelines: The pipelines and transfer systems allow for the simultaneous receipt, transfer and shipment of JP8.

CG-2.1.4.1.4 Truck fillstand: There are two tank truck fillstands at Yorktown. The South truck fillstand (#256) is located in the Group B tank area configured with four bottom-loading manifolds. The North truck fillstand (#228) is located near the front gate and is no longer operational. The loading facility has a "Scully" type system for grounding vehicles as well as providing automatic fueling shutoff control.

CG-2.1.4.1.5 Automated Fuel Handling Equipment: Operations at Yorktown are augmented by automated fuel handing equipment. Instrumentation and equipment control and monitor fuel transfers from a central location (building 139), with improved accountability and leak detection capability.

CG-2.1.4.2 Yorktown Product Receipts

CG-2.1.4.2.1 Pipeline Receipts: Fuel is received at Yorktown primarily by pipeline, and infrequently by barge and tanker. All fuels shall be sampled and tested in accordance with Section CG-2.2. The Colonial Pipeline System delivers JP8 to Yorktown via a six-inch pipeline connection to the Colonial Pipeline System manifold facilities located at Yorktown. Custody transfer occurs at the Colonial Pipeline System manifold facility meter. Pipeline receipts average 48,000 barrels. Flow rates are dependent upon the operation of Colonial Pipeline System and vary in range from 2200 to 3300 barrels per hour (BPH). Colonial Pipeline injects FSII into the JP8 receipts. The Contractor shall inject ASA additive into JP8 at the prescribed rate (or, to meet Military Specifications). Pipeline receipts or tenders are typically between 35,000 to 85,000 barrel batches but can often be split dependent upon Colonial Pipeline's operation. Military exercises may require the off-loading and loading of tank trucks.

CG-2.1.4.2.2 Vessel Receipts: Yorktown can receive JP8 from tankers and barges at the fuel pier. Custody transfer occurs at the vessel's flange connected to the loading arm or hose. Custody measurement occurs at the Yorktown receiving tanks. Hose loading stations are available on the pier, but normal practice is to use the loading arms.

CG-2.1.4.2.3 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Yorktown. It reflects historical workload data relevant, product receipt actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall test, receive, and inventory all authorized products.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies. All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
  - ✓ The Contractor shall inject Anti-Static Additive (ASA), as required, to the levels specified in the product specification, unless otherwise directed by the COR.
  - ✓ The Contractor shall prepare all documents required for product receipt IAW Clause I119.04.

- ✓ The Contractor shall allow each vessel to unload safely at a maximum rate commensurate with terminal capability and shall load safely at the maximum rate commensurate within the facilities/vessel capability.

- **Minimum Performance Standards**:
  - ✓ No fuel spills due to Contractor fault, negligence or misconduct.
  - ✓ No Contractor caused demurrage charges during tanker, barge, or tank truck receipt operations.
  - ✓ No quantity variations outside the tolerance defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ No fuel contamination due to Contractor fault, negligence or misconduct.

CG-2.1.4.3 Yorktown Product Shipments

CG-2.1.4.3.1 Barge Shipments: Fuel is shipped via barge or tank truck. Transfer pipeline interconnections allow all major tank groups to be issue sources. One pump can deliver 5,300 BPH and two pumps can pump approximately 9,500 BPH to the pier. The custody accounting and transfer is as described above for marine receipts. Generally, shipments range from 13,000 to 30,000 barrels.

CG-2.1.4.3.2 Truck Shipments: There is two tank truck fillstands at Yorktown. They are located near the main gate that connects the terminal to the US Coast Guard Training Center and at the Group B tank area. The fillstand near the main gate (stations 5 and 6) is normally not used. Fillstand stations 1 through 4 are the primary load stations. All loading stations, except for 3 and 4, have meters. JP8 is supplied to the tank truck fillstand stations 1, 2, 3, and 4 from Tank 206 in Tank Group A. Custody transfer occurs once the fuel is in the truck's tank. The fillstand at the Group B tank area can service two trucks simultaneously.

CG-2.1.4.3.3 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Yorktown. It reflects historical workload data, relevant product shipment actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall ship all authorized products.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies. All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables
  - ✓ The Contractor shall coordinate Commercial Carrier delivery 24 hours in advance to avoid emergency transportation charges. The only exception to this shall be customer-initiated requests for emergency transportation of fuel.
  - ✓ The Contractor shall prepare all documents required for product shipments.

- **Minimum Performance Standards**:
  - ✓ All petroleum products shall be issued on-specification, unless authorized by the COR.
  - ✓ No fuel spills due to Contractor fault, negligence or misconduct.
  - ✓ No quantity variations outside the tolerance as defined in Appendix D. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ No Contractor caused demurrage charges during tanker, barge or tank truck issue operations.
  - ✓ No operational delays in excess of one hour; time commences once the tanker/barge/truck is released by QA inspection.

CG-2.1.4.4 Yorktown Product Storage and Internal Transfers

CG-2.1.4.4.1 Storage: The tables shown in Appendix A, Government Furnished Facilities summarize the storage tanks, their locations, and capacities for each product.

CG-2.1.4.4.2 Transfers: Transfers may be necessary to accommodate operational requirements. Examples include: emptying a tank for maintenance, increasing the volume of a tank scheduled as an issue tank, and adjusting conductivity additives content in JP8 fuel. Due to piping configurations, transfers are possible within and between all tank groups. With the exception of COR directed transfers and transfers involving off-specification or untested product, decisions on tank to tank transfers are left to the discretion of the Contractor.

CG-2.1.4.4.3 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Yorktown. It reflects historical workload data, relevant product movement actions, and should be used as the baseline for future workload.

- **Requirement**:
  - ✓ The Contractor shall store, transfer, and inventory all authorized products received in appropriate Government-furnished tanks and vessels.
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies. All individual bulk deliveries of petroleum products in excess of 3,500 gallons shall be corrected to standard temperature of 60 degrees Fahrenheit in accordance with the appropriate API tables.
  - ✓ No product shall be blended, downgraded or surveyed without COR authorization.
  - ✓ If fuel contamination is detected while conducting a fuel operation, that operation shall be suspended and the COR shall be notified immediately.
  - ✓ The Contractor shall prepare all documents required for internal transfer.
  - ✓ Off-specification or untested product will not be transferred without COR authorization

- **Minimum Performance Standards**:
  - ✓ No Contractor caused demurrage charges during tanker, barge, or tank truck receipt/issue operations.
  - ✓ Monthly physical and book storage inventories shall not vary more than 0.25%, as defined by Appendix D.
  - ✓ No quantity variations outside the tolerance defined in Appendix D for internal transfers. Variations out of the tolerance factor shall be thoroughly investigated and documented.
  - ✓ Storage practices shall not result in contamination or degradation of products.
  - ✓ No fuel spills due to Contractor fault, negligence, or misconduct.
  - ✓ Product shall be maintained on-specification at all times.

CG-2.1.5 Fuel Oil Reclaimed, Craney Island

CG-2.1.5.1 General: The Contractor shall operate the Fuel Oil Reclaimed (FOR) system. Fuel oil is reclaimed from oily waste/waste oil (OW/WO) returned to Craney Island by ship, barge, pipeline, or truck. OW/WO can be received via barge at pier C and pier D and transferred immediately to the OW/WO designated receipt tank. After gravity separation takes place in the designated receipt tank, the recovered oil is sampled and transferred to the designated FOR storage/issue tank. At this point, the FOR is taken up into the inventory system. The water fraction from the OW/WO settling and bulk storage tanks, after testing/approval by PWC, is transferred to the PWC operated Oily Water Treatment Plant (OWTP) for processing and discharge to the Elizabeth River. That oil which is inadvertently transferred to the OWTP is subsequently returned to the FOR system via oil water pipeline to the designated receipt tank.

CG-2.1.5.2 Infrastructure Projects: FOR operations will be affected by the infrastructure military construction (MILCON) project P-444. The objective of this project is to replace and consolidate the storage capacity of tanks 1-19 at Craney Island and, as noted, the JP-5 and F-76 tanks at the Sewell's Point terminal. This project is scheduled to begin in 2006, with an intended completion in 2008. Other than minor shifts and changes to ongoing Contractor workload, the project may reduce the FOR workload at Craney Island.

CG-2.1.5.3 Documentation and Reports: The Contractor shall report the labor costs associated with the operation of the FOR system. The Contractor shall keep track of all labor costs for operation and preventive maintenance of the FOR system and provide the costs to the COR quarterly. The Contractor's computations regarding receipts, internal handling, and transfer/issue of product shall be detailed and all inclusive.

CG-2.1.5.4 Shipments: FOR is shipped from the tanks by two modes; truck loading stands (2) located on #4 Cargo line in the East Group tank area and by pipeline to a barge at pier South D. One barge in the Craney Island barge inventory is currently dedicated to FOR usage.

CG-2.1.5.5 Workload Data: See the Exhibit of DFSP Workload Data regarding the specific workload applicable to Craney Island. It reflects historical workload data, relevant product receipt actions, and should be used as the baseline for future workload.

- **Workload Projection**:
  - ✓ It is estimated that 16,000 barrels of FOR will be generated/shipped annually. OW/WO operations include:
    - ☑ Ballast water receipt operations on piers C and D.
    - ☑ Tank cleaning and butterworthing effluent from tankers on piers C and D.
    - ☑ Ballast water/FOR truck receipts.
    - ☑ Issues from the designated storage/issue tank to the carriers.
    - ☑ Transfer of tank water bottoms to the PWC OWTP.
    - ☑ Tank to tank transfers of the oil fraction to and from the settling tank, cooker tanks (60/61) and FOR issue tanks (17/18).
  - ✓ The following actions require approval and coordination with PWC OWTP:
    - ☑ Transfer of water from Craney Island terminal tanks to PWC operated tank T-1.
    - ☑ Transfer of water from the oil water separators 801 and 004 directly to tanks T2A and T2B.
    - ☑ Transfer of the oil fractions from tanks T2A, T2B, T2C and T2D to the settling tank.
    - ☑ Transfer of any berm water to the PWC OWTP.
    - ☑ Receipt of butterworth water from ships at the piers.

- **Requirement**: The Contractor shall receive/process oily waste/waste oil and issue Fuel Oil Reclaimed (FOR).
  - ✓ The Contractor shall immediately notify the COR of any operational discrepancies.
  - ✓ The Contractor shall allow each vessel to off-load at a maximum rate commensurate with terminal capability. Off-load rates must be coordinated with PWC OWTP.
  - ✓ The Contractor shall account for and prepare all documentation required for all FOR and OW/WO operations.
  - ✓ The Contractor shall maintain auditable records of all OW/WO operations, to include amounts received and transferred.

- **Minimum Performance Standards**:
  - ✓ No fuel spills due to Contractor fault, negligence or misconduct.
  - ✓ No operational delays in excess of one (1) hour. Time commences once the tanker/barge/truck is released by QA.
  - ✓ The Contractor shall not cause demurrage charges.

CG-2.2 Terminal Product Quality Surveillance

CG-2.2.1 General: As stated in Section CG-1.5.2.2, Product Quality Surveillance Plan, the Contractor shall publish and adhere to a Product Quality Surveillance Plan commensurate with the level of quality surveillance normally applicable to and undertaken at DFSP Norfolk. The plan shall outline policies, methods, and procedures that ensure products under the Contractor's control and care remain on specification. The plan shall include, but is not necessarily limited to, product receipt, storage, and issue sampling, the testing of samples taken from equipment, and facilities, the disposition of tested products, and the documentation/reporting of the quality surveillance function. On acceptance, the Product Quality Surveillance Plan shall be incorporated into the contract. The Contractor shall continually review quality surveillance policy and practices applicable to DoD and update the plan as required.

CG-2.2.2 Quality Determination: No petroleum products shall be received or issued without first determining and confirming conformance with product quality requirements. No contracted conveyance/container shall be loaded until it is inspected and released by QA and deemed suitable to carry the intended product. Products shall be shipped on a first-in, first-out basis unless otherwise approved or directed by the COR. Non-conforming product shall be reported to the COR immediately. Product will not be received into stock or blended without approval of the COR QA. Anytime product is received into a tank, the tank's contents shall be suspended from issue pending quality conformance sampling and testing. Quality Surveillance is accomplished in coordination with the government QA branch.

CG-2.2.2.1 Sampling: The Contractor shall draw and properly tag all samples. The Contractor shall deliver samples requiring Type A or B testing to the Mid-Atlantic Regional Lab (Building 388, Naval Station Norfolk) for analysis. The Contractor shall test all Type C samples on site at Craney Island, Sewell's Point, and Yorktown. Table 3, Quality Surveillance Sampling/Testing, provides a historic view of the samples drawn and forwarded/tested. Samples shall be taken in accordance with the *API Manual of Petroleum Measurement Standards (MPMS), Chapter 8, Section 1, Manual Sampling of Petroleum and Petroleum Products*, and *MIL-STD-3004, Quality Surveillance Handbook for Fuel, Lubricants, and Related Products* as may be supplemented by local instructions. Local instructions dictate the sampling locations, the frequency, quantity, and minimum test requirements. MIL-STD-3004 outlines the applicable sample retention procedures. The Contractor shall retain samples for 60 days unless otherwise instructed. All lube oil tank samples shall be retained for six months. The minimum sampling and testing requirements are provided in MIL-STD-3004.

Table 3: Quality Surveillance Sampling/Testing

Product	***FY2000***			***FY2001***			***FY2002***			***FY2003***		
	Type A/B	Type C	Total	Type A/B	Type C	Total	Type A/B	Type C	Total	Type A/B	Type C	Total
F76				95	444	539	112	579	691	92	600	692
JP5				96	588	684	67	569	636	65	564	629
JP8				128	1063	1191	127	1008	1135	79	871	950
FOR				3	7	10	4	11	15	2	3	5
LTL				29	53	82	37	78	115	16	34	50
LO6				19	35	54	20	58	78	9	34	43
Total				***370***	***2190***	***2560***	***367***	***2303***	***2670***	***263***	***2106***	***2369***

CG-2.2.2.2 Testing: The Contractor shall conduct all type C testing required on site. Calibration of laboratory test equipment and the replacement of standards applicable to all tests shall be conducted by the Contractor, at his expense, and included in the PM and Product Quality Surveillance Plan. Table 4, Laboratory Testing Requirements, describes the current testing requirements at the Craney Island, Sewell's Point, and Yorktown fuel labs. The Contractor shall perform testing in accordance with MIL-STD-3004. The frequency of testing may be increased by the COR as required. Considerations for increased testing are conditions of storage, age of stock and type of product. When a dormant product is tested, a record of the results shall be maintained to provide a basis for determining product deterioration. Whenever consecutive results indicate possible deterioration, testing frequency shall be increased. Report all findings to the COR for further action. Individuals performing product quality testing shall be properly trained and qualified as a Fuel Lab technician. Government personnel at the Mid-Atlantic Regional Laboratory (Building W-388) will perform Type A and B testing. The Contractor shall deliver samples to W-388 and monitor turnaround times for Type A and B testing. The Contractor is responsible for immediate commercial barge sample delivery to W-388. The Contractor shall coordinate with W-388 to ensure required testing is accomplished and a report is received prior to the commercial barge reaching its delivery destination. The Contractor shall report any delays to the COR immediately for resolution. All costs associated with Type A and B testing will be funded directly by DESC. The Contractor shall review and sign all laboratory reports to ensure compliance with specification requirements. The Contractor shall maintain all laboratory reports on file as specified in Section CG-1.18. Table 3, Quality Surveillance Sampling/Testing, provides the historic number of product quality surveillance tests.

Table 4: Laboratory Testing Requirements

Laboratory Test	*ASTM Method*	*Sewell's Point*	*Craney Island*	*Yorktown*
Appearance	D-4176	X	X	X
Conductivity (JP8)				X
Flash Point, Pensky Marten	D-93		X	X
Gravity, API	D-287	X	X	X
Icing Inhibitor	D-5006		X	X

CG-2.2.3 Documentation: The Contractor shall maintain a sample log and track laboratory sampling, and testing. The Contractor shall establish and maintain a system of files relevant to quality surveillance records and maintain all such records in a neat, orderly manner. The sample log shall reflect the date and time a sample is received, the type of sample, and the test results. A log of samples requiring more extensive testing, i.e., the reason for testing, to whom a sample is sent, the sample size, and the tests required shall also be kept. A copy of all test results provided by outside sources, including correlation testing, shall be reviewed and maintained on file and be readily available to the Government on demand and turned over to the Government at the end of the contract. The Contractor shall establish and publish procedures for disseminating information relevant to the sampling, testing, notification of test results, and isolation/release of products under the Contractor's care and control. Each storage tank shall have a current analysis test report on file. Customers shall be provided copies of tank test reports upon issuance of product.

CG-2.2.4 Housekeeping: Fuel laboratory facilities and equipment shall be maintained to the degree of cleanliness and order commensurate with a "quality surveillance" program. Fuel samples and chemicals shall be properly labeled and stored in the appropriate storage lockers, glassware washed, dried, and stored, and laboratory hardware stored so as to present an orderly appearance.

- **Workload Projection**:
  - ✓ 100% sampling of all receipts, static storage, transfers and issues in accordance with sampling requirements identified in CG-2.2.2.1.
  - ✓ 100% Type C testing of all products. The Contractor is responsible for delivery and monitoring turnaround time of Type A and B tests at the Mid-Atlantic Regional Lab.

- **Requirement**:
  - ✓ Implement management, sampling and testing regimens, and administrative, security, and environmental controls that fully implement a quality surveillance program that ensures the receipt, proper handling and accountability, and timely availability of specification product to the customer without impact to the environment. The Contractor shall notify the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Minimum Performance Standards**:
  - ✓ One hundred percent sampling prior to, during, and after all fuel receipts, transfers, and issues
  - ✓ One hundred percent visual testing
  - ✓ Qualified personnel on duty as outlined in Table 2, Operating Hours.
  - ✓ Sampling and testing does not cause delays resulting in demurrage charges
  - ✓ A receipt sample shall be properly marked as to product, source, and date and stored as a retention sample
  - ✓ Quality of all petroleum products received, stored and issued meet specification requirements
  - ✓ Quality of all petroleum products is verified as suitable for their intended use
  - ✓ Records and petroleum samples are maintained to resolve quality concerns
  - ✓ Cleanliness and order maintained
  - ✓ No vessel discharges are to begin prior to initial sampling and testing to verify product quality conformance.
  - ✓ Product will not be received or blended without COR QA concurrence.

CG-2.3 Inventory, Accounting, and Administration

CG-2.3.1 General: Inventory is defined as the physical measurement of products in terms of volume and temperature, the documentation of those measurements, and the conversion of observed measurements to standards recognized by the Government and petroleum industry. Accounting is the manipulation of inventory, receipt, and issue data to portray an accurate record of daily events regarding the purchase and sale of products, the adjustment of inventories, and the capture of information in the form of manual records and computer files. The Contractor shall input inventory and sales data for Government-owned product directly into the Government's Fuel Automated System (FAS) via the Contractor-Furnished Internet access (with static IP address capability) or the creation of a dial-up account to the DESC FAS web server. Additional data and requirements can be found in *Clause I119.04, Inventory Control Records and Systems of Record*, and on the Internet at "http://ports2.desc.dla.mil/manuals/REF1111D.htm". The Contractor shall be responsible for all fuel inventory and accounting actions and the accurate input of data to the FAS and the FAS Enterprise Server (FES). The contractor shall also be responsible for those administrative tasks, activities, and functions necessary and required to complete, record via the appropriate media, file, and report the aforementioned and other reporting outlined within the contract.

CG-2.3.2 Inventory: The Contractor shall be responsible for the inventory of petroleum products held within the facilities, equipment, tanks, and vehicles under Contractor control. The Contractor shall provide accurate inventories of all products as outlined by DOD 4140.25, Bulk Petroleum Management Policy, local instructions, and the following sections.

CG-2.3.2.1 Documentation: The Contractor shall prepare all necessary documentation for, and the systemically process, each transaction affecting the inventory of Government-owned products in its possession by virtue of this contract. Documentation consisting of inventory forms, receipt and issue documents, and the logs and reports as may be used to compile, compute, and validate accurate product movements shall be forwarded daily to the Contractor's fuel accounting office by 0900 Monday through Friday. Within 48 hours of each transaction, the Contractor shall input transaction data into the automated inventory and accounting system(s) or applications designated/provided by the Government. Initial training for inputting transaction data will be provided by the Government via on-site support or electronic means, such as user manuals or on-line support/tutorials, after which the Contractor assumes all responsibility for timeliness and accuracy of transaction data input by its employees. The Contractor shall prepare and report each transaction in accordance with guidance provided during the training and, thereafter, by qualified Government representatives.

CG-2.3.2.2 Recording Inventories: The Contractor shall record the physical inventory quantity (corrected to 60 degrees Fahrenheit) in the automated inventory system for each Government-owned product stored at the facility. Weekly inventory shall be recorded as of 0800 local time every Friday. Monthly inventory shall be recorded as of 0800 local time on the first calendar day of each month. However, systemically, the end of the month (EOM) physical inventory shall be reported against the last calendar day of the preceding month. The Contractor shall have the account reconciled by the third working day of the month.

Note: Inventory measurements for pipeline transfers from Craney Island to Chambers Field take place at the issue tanks on Craney Island and are compared with the receiving tanks at Chambers Field onboard Naval Station Norfolk.

CG-2.3.2.3 Inventory Adjustment Documents: The Contractor shall prepare inventory adjustment documents (DD Form 1348-8) when inventory variances (discrepancies) exceed tolerance factors; and when determinable losses occur, such as contaminated fuels, spills, pipeline ruptures, explosions or loss of product samples (five gallons or more) shipped to laboratories. A statement shall be provided by the Contractor on each inventory adjustment document explaining each gain/loss in excess of DESC provided tolerances. Each document shall be signed and dated by the Contractor's representative and the authorized Government representative and copies provided to DESC-FIE and DESC-FIW. The authorized Government representative shall indicate whether he/she concurs or does not concur with the statement and shall provide an explanation of any non-concurrence.

CG-2.3.2.4 End of Month Reconciliation: The Contractor shall have the account reconciled by the third working day of the month. The Contractor shall also provide DESC-FIE and DESC-FIW, within five working days after the end of the month, a written explanation of any discrepancy providing a detailed explanation of any gain or loss transaction in excess of the tolerance. The Contractor shall retain all supporting documents on file for future audits.

CG-2.3.2.5 Required Documents: The following are documentation requirements for transactions:

Table 5: Transaction Documents

Transaction	*Type*	*Document*
Shipments	From a DFSP to authorized Customers	DD Form 250/250-1 DD Form 1348-7
	Between DFSPs	DD Form 250/250-1 DD Form 1348-7
Receipts	From a DESC Procurement Contract	DD Form 250/250-1
	Service/Agency Receipts from a DFSP	DD Form 250/250-1 DD Form 1348-7
	From a DFSP (associated with shipments between DFSPs)	DD Form 250/250-1 DD Form 1348-7
	From an end-user (with or without credit)	DD Form 250/250-1 DD Form 1348-7
Inventory	Physical Inventory	DD Form 1348-8
	Inventory Adjustments Normal handling of variances. Determinable losses such as spills, line breaks, non-recoverable tank bottoms, major disasters, and combat losses.	 DD Form 1348-8 DD Form 1348-8
	Condition/Identity Change Downgrade, re-grade, or additive	 DD Form 1348-8

CG-2.3.2.6 Reporting Fuel Additives and SLOP Fuel: Government-owned fuel additives and slop fuel at the DFSP will be treated as separate and distinct items, and all transactions shall be documented as outlined herein. These products will be recorded in gallons and reported under the approved National Stock Number (NSN). An auditable identity change document (DD Form 1348-8) shall be used to account for bulk FSII blended with bulk fuel and fuel downgraded to slop. Packaged additives shall be accounted for locally using a general log or ledger. As additive is injected, record the amount in the log to track usage and inventory. No other documentation is required.

CG-2.3.2.7 Creation of Shipment Transactions: As required and directed by the Government, the Contractor shall create electronic shipment transactions using the "Power Track" on-line freight payment system. The Contractor shall maintain a daily written log of carrier performance to include: carrier name, destination, type of conveyance required, number of barges/tugs/trucks ordered, number of barges/tugs/trucks furnished, and deficiencies. On the last business day of each calendar month, the Contractor shall forward a copy of the daily written logs to the DESC Americas East office having oversight of the carrier contract.

CG-2.3.2.8 Statement of Authorized Signatures: The Contractor shall furnish the authorized Government representative a statement containing the names and handwritten signatures of persons authorized by the Contractor to receive and accept Government-owned product and property.

CG-2.3.3 SIOATH: The Defense Energy Office is responsible for establishing DoD designated customers and quantity of fuel to be supplied by SIOATH. The Contractor is responsible for daily planning and scheduling of issues and receipts. The Contractor shall monitor the movement of fuels continuously and report as required. This shall include tracking customer requests for fuel shipments by tank truck and pier side pipeline and includes monitoring tanker arrivals as scheduled by DESC.

CG-2.3.4 PORTS: Not applicable.

CG-2.3.5 Return for Credit: As outlined in Section CG-4.2, CLIN 0007, US Navy Vessel Defueling Services, the Contractor shall use the fuel quantity received into the shore tank to quantify defuels (returns for credit) of Navy ships. Auditable records regarding all defuels, returns for credit, or otherwise shall be kept on file for the duration of the contract.

CG-2.3.6 Files and Records: Inventory and accounting files and records are the property of the Government and shall be organized and stored in a neat accessible manner. All files shall be made available to the COR on request. The Contractor shall turn over to the Government all files and records at the end of the contract or upon termination.

- **Workload Projection**: 100% inventory, control, and accountability.

- **Requirement:**
  - ✓ All products shall be received or shipped, as required, to designated DoD customers.
  - ✓ The Contractor shall ensure that products shipped are in compliance with the SIOATH.
  - ✓ All product receipts, shipments, or transfers (*e.g.* barge top-off, line flushes, back suctions, line pack etc) shall be properly documented and auditable.
  - ✓ The COR shall be informed immediately of any discrepancy in inventory.
  - ✓ Month-end physical inventories made by the Contractor as required by the product accounting and reporting provisions found in Clause I119.04 of this contract shall be accomplished in the presence of a Government representative, unless authorized by the COR
  - ✓ A summary report of receipts, issues (refuels/defuels), product inventories, and adjustments (gain/loss data) for the previous days activities shall be provided to the COR by 1300 hours daily, Monday, or the first duty day of the week, through Friday. Summaries of weekend/holiday activities shall be forwarded to the COR by 1300 hours of the first duty day following the weekend/holiday.
  - ✓ All transactions reconciled, reports generated, and records forwarded to the COR by 1000 the following business day
  - ✓ Appropriately cleared and qualified personnel in place to perform the accounting function.
  - ✓ Accounting personnel knowledgeable and capable of work within the FAS and FES systems.
  - ✓ Out of tolerance conditions investigated, resolved, and documented.
  - ✓ Files/documentation neat, legible, and filed for easy access.

- **Minimum Performance Standards:**
  - ✓ 100% inventory control and accountability.
  - ✓ 100% investigation and documentation of out of tolerance inventory variations.
  - ✓ All reports submitted accurately and on time.

CG-2.4 Property Management and Maintenance

CG-2.4.1 General: The Contractor shall be responsible for the normal and continuous use, operation, and real time reporting of discrepancies applicable to all systems, facilities, and equipment furnished by the Government and identified herein, and shall perform the preventive and operator maintenance required to keep all such fuel systems, facilities, and equipment functional, in accordance with contract *Clause I114, Government Property (Fixed-Price Contracts)*, and applicable Operations and Maintenance Manuals. The Contractor shall provide all manpower, materials, tools, instruments, devices, and equipment not otherwise specified as Government-furnished but directly or indirectly required and called for within this contract or references cited to accomplish all work requirements at the level and scope sited herein. The purchase of repair services and supplies beyond the scope of the preventive/operator maintenance program will, given the appropriate approvals, be reimbursed under Section CG-3.0, Logistics Support, Cost Reimbursable.

CG-2.4.2 Maintenance Categories

CG-2.4.2.1 Preventive Maintenance: Preventive maintenance (PM) is a program of periodic or cyclical inspections and servicings designed to preserve and maintain facilities, equipment, and apparatus in such a condition that they may be effectively used for their intended purpose. Preventive maintenance will normally be limited to those actions that can be taken by qualified system operators using common hand tools and specialized tools or instruments as may be prescribed by a specific PM procedure.

CG-2.4.2.2 Operator Maintenance: Operator maintenance is that work accomplished during routine inspections, other than PM, and system use/operation. Operator maintenance may include, but is not necessarily limited to work such as the replacement of ground wires, plugs, and clips, the replacement of seals, O-rings, the lubrication of components, the tightening of nuts, bolts, and screws to prevent leakage and to stabilize equipment, or corrosion control and spot painting. Operator maintenance is normally limited to actions taken by system operators using common hand tools.

CG-2.4.2.3 Other Maintenance and Repair: Except as specifically outline herein, maintenance and repair beyond that defined as preventive and operator maintenance, i.e., breakdown maintenance or the unplanned repair or replacement of components that show abnormal wear or fail, must be approved by the COR. Tasking and reimbursable for other maintenance and repair actions by the Contractor will be provided as outlined by Section CG-3.0, Logistics Support, Cost Reimbursable.

CG-2.4.2.4 Maintenance Records: The Contractor shall keep records up to date and make them available to the COR for review upon request and surrender all such records and engineering data to the Government at the expiration or termination of this contract.

CG-2.4.3 Preventive and Operator Maintenance - Facilities and Equipment

CG-2.4.3.1 General: The Contractor shall ensure that all Government property is preserved and maintained in a safe working condition. It is essential that the Contractor devote adequate effort to the preventive maintenance of Government property. The costs for preventive and operator maintenance are included in CLIN 0001**.**

CG-2.4.3.1.1 Preventive Maintenance Program: The Contractor shall inspect and service equipment and facilities at time intervals that meet or exceed manufacturer recommendations for preventive maintenance. PM includes performing, at a minimum, the recurring services recommended by the manufacturer or in accordance with commercially accepted practices, as well as the effort required to keep a facility, piece of equipment or system functioning. A listing of all GFE and facilities requiring PM is available in an electronic database format provided to the Contractor during the solicitation period. This listing shall serve as the basis for the PM requirement. While the Government does not plan to dictate specific PM requirements or practices; however, Table 6, Minimum Frequencies for Preventive Maintenance, does reflect the minimum allowable frequencies for PM associated with the various facilities and equipment at DFSP Norfolk. The Contractor's PM program, an automated electronic program, Maximo or equivalent, shall provide systematic approach to planning, scheduling, documenting/reporting, and managing (labor, materials and time) to perform those actions that contribute to the uninterrupted functioning of the fuel terminal. The PM program shall include periodic inspection, testing and minor repair of

equipment and facilities in accordance with manufacturer's recommendations or commercially accepted practices.

Table 6: Minimum Frequencies for Preventive Maintenance

Line	*Item*	*Weekly*	*Monthly*	*Quarterly*	*S-Annual*	*Annual*
1	Barges (Certification)					XX
2	Barges (Electrical)			XX		
3	Barges (Hull Inspection)					XX
4	Barges (Lube)			XX		
5	Barges (Winch)				XX	
6	Boats/Skimmer					XX
7	Buildings					XX
8	Compressors			XX		
9	Drainage Canals					XX
10	Expansion Joints					XX
11	Fences/Gates					XX
12	Filter Separators					XX
13	Fire Protection System		XX			
14	Flame Arrestors			XX		
15	Floors, Office (Strip)			XX		
16	Floors, Office (Wax)		XX			
17	Generators				XX	
18	Grounding/Bonding			XX		
19	High/Low Level Alarms		XX			
20	Hoses					XX
21	HVAC				XX	
22	Lab Equipment (Calibration)					XX
23	Lighting Systems			XX		
24	Loading Arms		XX		XX	
25	Locks					XX
26	Meters				XX	
27	Oil Spill Boom					XX
28	Outboard Engines				XX	XX
29	OW Separators					XX
30	Piers					XX
31	Pipelines			XX		XX
32	Pressure Gauges					XX
33	Pumps			XX		
34	Radios (Base unit system only)					XX
35	Rectifiers			XX		
36	Shop Equipment				XX	
37	Showers/Eye Wash Stations	XX				

Line	*Item*	*Weekly*	*Monthly*	*Quarterly*	*S-Annual*	*Annual*
38	Sounding Tapes					XX
39	Storage Tanks			XX		
40	Strainers			XX		
41	Tank Level Gauges					XX
42	Tank vents				XX	
43	Transformers					XX
44	Transportation Equipment		XX			
45	Truck Fill Stand		XX			
46	Valve Pits			XX		
47	Valves, Ball			XX		
48	Valves, Berm Drain			XX		
49	Valves, Butterfly			XX		
50	Valves, Check					XX
51	Valves, Globe			XX		
52	Valves, Low Point Drain			XX		
53	Valves, Motor Operated			XX		
54	Valves, Plug			XX		
55	Valves, Relief			XX		
56	Valves, Twin Seal				XX	

CG-2.4.3.2 Preventive Maintenance Inspections: In all cases, discrepancies noted as part of the daily system inspections and the preventive/operator maintenance program shall be fully documented, reported, and corrected. Repair requirements deemed beyond the expertise of the Contractor or outside normal preventive maintenance practices shall be documented and reported to the appropriate work center via the COR. However, the Contractor may be tasked under Section CG-3.0, Logistics Support, Cost Reimbursable, and shall take the appropriate action dictated by such a tasking.

CG-2.4.3.3 Specific Maintenance Requirements

CG-2.4.3.3.1 Buildings and Structures: The Contractor shall ensure that all buildings, structures, and facilities used by or under Contractor control are kept clean and sanitary. The Contractor shall sweep, mop, strip and wax floors and wash windows and walls of occupied buildings or office spaces to present a clean, orderly appearance. Maintenance and storage buildings shall be kept in clean and orderly manner. Areas immediately around buildings for which the Contractor is responsible shall be kept free of debris. The Contractor shall not allow fire hazards, such as oily rags, loose paper, and trash to accumulate in or around buildings, structures, facilities, and areas used, occupied, or controlled by the Contractor. The Contractor shall, at his own cost, replace broken window glass, repair minor electrical failures (*e.g.*: change fuses, reset circuit breakers), and furnish and replace burned out bulbs and fluorescent tubes.

CG-2.4.3.3.1.1 Heating Oil: Heating oil is delivered as needed under a government contract to the boilers located in buildings 82, 288, and 453 at Craney Island and building 139 at Yorktown to maintain habitability. The boilers in these buildings are currently using low sulfur diesel (LSD). Contractor shall monitor fuel level, notify COR when heating oil is required, escort delivery personnel, and accept deliveries.

CG-2.4.3.3.1.2 Pest Control: The Contractor shall ensure that the terminal buildings, structures, and facilities are maintained in a clean and pest free (roaches, ants, flies, spiders, etc.) condition. If the Contractor uses insecticides or rodentcides, only premixed products (aerosols or baits) classified as slightly toxic, signal word "CAUTION" on the label, shall be used. Products classified as highly or moderately toxic, signal words "DANGER" or "WARNING" on the label, shall not be used. Additional requirements for the control of mosquitoes are in Section CG-2.4.3.3.26.2, Maintenance Requirements, under grounds maintenance.

CG-2.4.3.3.1.3 General Maintenance: The Contractor shall reset circuit breakers and switches, furnish and replace burned out standard and fluorescent lights, and plunge sinks and toilets to keep them serviceable. The requirement for other building/structure maintenance, i.e., electric, carpentry, and other skilled trade work shall be documented and forwarded to the COR. The Contractor shall not alter any structure or allow it to be altered without explicit written approval by the Government. The Contractor shall monitor the vacant and unused buildings located on the terminal and ensure that the buildings are kept clean and free of debris. The Contractor may use a specific building, at the option of the Government, for protection and storage of Contractor-owned equipment provided that prior written approval is obtained from the COR. The Contractor shall not permit other non-Government activities access to the vacant buildings.

CG-2.4.3.3.1.4 Designated Areas: The Contractor shall establish a smoking policy that prohibits smoking in other than Government designated areas in accordance with DoD policies.

CG-2.4.3.3.2 Roads and Paved Surfaces: All roads, paved surfaces, curbing, and sidewalks within contracted fuel management areas shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the COR via the Facility Manager.

CG-2.4.3.3.2.1 Road Maintenance: The Contractor shall be responsible for:

- ✓ Removing snow and ice from roads and sidewalks
- ✓ Removing gravel from paved roadways
- ✓ Maintaining all roads pothole and debris free. The Government will provide road repair materials such as crush and run and cold patch materials

CG-2.4.3.3.3 Lighting: The Contractor shall monitor exterior lighting, security lighting, and exterior building lights on a continuous basis. Damage, defects, and the need for repairs shall be documented and reported to the COR via the Facility Manager. The Contractor shall repair lighting fixtures and replace lights as specified by the COR.

CG-2.4.3.3.4 Other Facilities, Equipment, and Utilities: The Contractor shall continuously monitor other facilities, equipment, and utilities, i.e., storm drains, exterior water systems, power poles, lines and transformers, and exterior telephones within Fuel Management areas. Deficiencies noted shall be documented and reported to the COR.

CG-2.4.3.3.5 Storage Tanks: The Contractor shall visually inspect the exterior of all storage tanks and tank components and visually examine the various samples taken from the tanks in accordance with the Operations and Maintenance Manual. All inspections and visual examinations shall be documented and corrective action within the scope of PM/operator maintenance accomplished as deficiencies are noted. Maintenance requirements such as the need for exterior corrosion control and painting of tank(s) and tank inspection/cleaning as may be indicated by the visual examination of drawn samples shall be recorded on the appropriate inspection documents. Damage, defects, and the need for repairs shall be documented.

CG-2.4.3.3.5.1 Tank Maintenance: The Government will be responsible for the complete painting of tanks and internal tank inspection and cleaning. Upon notification of a cleaning or repair project, the Contractor shall, to the extent possible, use installed system-pumping equipment to empty/ready all selected tanks for cleaning and inspection. On completion of tank cleaning or repairs by another party, the Government will accept the project and the Contractor shall perform and document a complete external tank/system inspection to ensure all components are ready to be returned to service. The Contractor shall update all PM systems, programs, and records.

CG-2.4.3.3.6 Berms/Canals/Containment Systems: The Contractor shall ensure that all berms, canals, and containment systems are kept clean and free of vegetation and other debris that may hamper proper system drainage. The Contractor shall not allow water to accumulate in any berm, drainage canal, or containment system. All drain valves shall be secured in a closed position when not in use. Drain valves shall be inspected and actuated monthly. The direct discharge of any liquid from any berm, drainage canal, or containment system shall comply with all Spill Prevention Control and Countermeasures (SPCC) plan, National Pollution Discharge Elimination System (NPDES) permit, and 40 CFR 112.8, as applicable. The Contractor shall maintain a clear, concise and accurate log as to the dates and times berms and canals are drained, observed conditions of the water drained, quantity of water drained, who performed the drainage operation, and who supervised the opening and resealing of the drain valve.

CG-2.4.3.3.7 Gauges (Pressure, Differential, and Vacuum): The Contractor shall inspect gauges continuously and as part of the scheduled PM program. The Contractor shall remove, calibrate or arrange to have calibrations performed by an agent certified for such work, and replace all such gauges in accordance with *NAVFAC MO-230, Maintenance, and Operation of Petroleum Facilities.*

CG-2.4.3.3.8 Pressure/Thermal Relief Valves: The Contractor shall monitor all installed pressure/thermal relief valves as part of its daily inspection program. As scheduled within the PM system, the Contractor shall remove, bench test, and replace pressure/thermal relief valves in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities,* or the manufacturer's recommendations.

CG-2.4.3.3.9 Piping/Pipelines: The Contractor shall monitor piping and pipeline systems, to include all types of expansion joints, continuously. Active cross-country pipelines and pipelines outside of fuel management compounds, shall be monitored by line patrol. All piping shall be identified in accordance with the most current *MIL-STD-161, Identification Methods for Bulk Petroleum Products Systems Including Hydrocarbon Missile Fuels,* and inspected and maintained in accordance with *NAVFAC MO-230, Maintenance and Operation of Petroleum Facilities,*. The Contractor shall be responsible for spot painting/remarking of lines, keeping pipelines free of water/solids through low point drains, and keeping line/valve pits clean and dry. The Contractor shall maintain the pipeline right-of-way.

CG-2.4.3.3.10 Loading Arms: The Contractor shall inspect and maintain all loading arms in accordance with the Operations and Maintenance Manual.

CG-2.4.3.3.10.1 Inspection: The Contractor shall inspect and monitor all loading arm components, to include all swivel joints, fulcrum swivel, locking pins, remote pendant, hydraulic lines, hydraulic cylinders, etc. Leaks, wet spots, erratic mechanical operation, and the need for excessive force to operate such equipment shall be documented and reported to the COR via the Facility Manager.

CG-2.4.3.3.10.2 Maintenance: Contractor shall repair/replace hydraulic lines, cylinders, fluids and hoses, remote pendant, triple swivel seals, all associated valves, console light bulbs, locking pins, etc.

CG-2.4.3.3.11 Shower and Eyewash Stations: The Contractor shall inspect, test, and maintain shower and eyewash stations for proper function.

CG-2.4.3.3.12 Minor Painting and Spot Painting: Painting is needed to preserve and protect equipment, pipes, tanks, buildings, fences, etc., when paint has chipped, loosened, or deteriorated to allow rust to form on surfaces. The Contractor shall accomplish minor painting as part of housekeeping requirements to protect surfaces from corrosion and to preserve appearances. Minor painting shall consist of proper surface preparation, applying primer, and repainting surface areas and small components, i.e., pumps, valves, strainers, motors, etc.; and applying color code bands as prescribed by Military Standard Identification Methods for Bulk Petroleum Products Systems, MIL-STD-161. Paint and primer used shall be oil base type suitable for use on metal, exterior surfaces and shall be matching and compatible with existing surface paint.

CG-2.4.3.3.12.1 Locator Markings, Identification Plates, etc.: During minor and spot painting, the Contractor shall not paint over locator markings, identification plate, etc., placed on pipelines as part of the API 570 inspection. These markings indicated where baseline readings were taken during the inspection and relate to markings on pipeline drawings as well as a table of pipe thickness measurements.

CG-2.4.3.3.12.2 Testing Paint for Lead: Due to the age of the facility, the Contractor shall test all paint and primer for lead prior to beginning any minor or spot painting project. If lead is found, follow applicable federal, state, and local laws and regulations.

CG-2.4.3.3.12.3 Large Surfaces: The Contractor will not be required to paint large vertical surfaces such as buildings and tanks or entire pipeline systems.

CG-2.4.3.3.13 Pumps: The Contractor shall maintain all the terminal pumps in a serviceable condition by performing inspections and maintenance, such as adjusting the packing, checking vibration and pump motor alignment, packing glands, mechanical seals, providing lubrication, replacing gaskets and pump seals, tightening loose bolts and repairing and adjusting valves. Inspection and maintenance shall be performed as outlined in the Preventive Maintenance Plan. The Contractor shall maintain all terminal electric motors in a serviceable condition by performing inspections and maintenance, such as electrical checks, lubrication, and motor/pump alignment.

CG-2.4.3.3.14 Valves and Valve Motor Operators: The Contractor shall inspect and maintain all types of valves (gate, ball, globe, plug, pressure relief, check, double block and bleed) and valve motor operators. The Contractor shall, as required, effect minor repairs to replace worn parts, replace gaskets, repack stuffing glands, lubricate and provide for frequent inspection and operation of each valve in the terminal manifold and pipeline system as outlined in the Preventive Maintenance Plan. Examples of work on valve motor operators include checking operation of hand/off/auto switch, replacing indicator lights, and adjusting torque settings and limit switches.

CG-2.4.3.3.14.1 Valve Overhauls and Replacements: The Contractor shall perform complete valve overhaul or replace unserviceable and worn out valves with new Government-furnished valves or Contractor acquired valves as determined by the COR under Section CG-3.0, LOGISTICS SUPPORT. The Contractor shall provide the necessary lifting device required for valve installation if not otherwise provided as Government Furnished Equipment.

CG-2.4.3.3.14.2 Tank Valves: The Contractor shall ensure that the valves at each tank are in the closed position except when the tank is actually being utilized to receive, issue, or transfer product. The Contractor shall ensure that all applicable valves (*e.g.* the terminal pump house, booster pump house) are in the closed position except when product is actually being received, issued or transferred through a particular pipeline, manifold or system. The exception to this requirement is the Contractor shall ensure all systems valves are aligned to allow for thermal expansion and pressure relief to prevent over pressurizing pipelines.

CG-2.4.3.3.14.3 High/Low Level Alarms and Control Valves: The Contractor shall functionally test installed alarm systems, i.e., low, high, and high-high tank level horns, lights, control board status lights and signals, and low/high level control valves, in coordination with the AFHE service contract. A systems status report shall be forwarded to the COR on completion of testing.

CG-2.4.3.3.14.4 Automated Tank Gauge (ATG) System: The Contractor shall monitor ATG systems continuously. ATG readings shall be validated by manual gauging quarterly or as directed by local policy. A systems status report shall be forwarded to the COR on completion of gauge validation/testing.

CG-2.4.3.3.14.5 Valves and Valve Motor Operators: The Contractor shall inspect and perform preventive/operator maintenance on all types of valves (gate, ball, globe, plug, both lubricated and non-lubricated, check, and double block and bleed, etc.). The Contractor shall inspect, clean, lubricate as needed, and operate/actuate each system valve to ensure proper function. Motor operators shall be inspected, cleaned/lubricated as needed and actuated to ensure proper operation.

CG-2.4.3.3.14.6 Valve Sub-Assemblies: Flow control valves with pilot, solenoid, and pressure relief control assemblies shall be monitored on a continuous basis. Discrepancies such as erratic performance or valve failure shall be documented and reported to the COR.

CG-2.4.3.3.14.7 Miscellaneous Small Valves: All types less than 2.5 inches shall be monitored continuously. Noted discrepancies shall be recorded and the Contractor shall undertake the work necessary to repair or replace such valves found to be defective.

CG-2.4.3.3.14.8 Valve Pits: There are 51 valve pits, 10 at Craney Island, 12 at Sewell's Point and 29 at Yorktown. The pits vary in depth from 4 to 10 feet. The Contractor shall keep all valve pits clean and free of debris, water, and fuel. The Contractor must recognize that the procedures for removing water from the valve pits may require the Contractor to utilize a vacuum truck and to transport the recovered water to the oily wastewater treatment plant for processing. Prior to entry, all confined spaces shall be certified safe for entry in accordance with 29 CFR, OSHA Confined Space Regulations. The Contractor shall periodically allow the pits to air so that moisture can escape and reduce/prevent corrosion by oxidation. In the event any pit appears to contain excessive fuel vapors or if there is free fuel in the pit, the Contractor shall inspect all pipeline connections (flanges), valves, controls, etc., in order to locate the source of the leak. The Contractor shall immediately take action to correct the defect if considered a minor repair. The Contractor shall maintain those valve pits listed as "out of service" in Appendix A in a "Caretaker" status as described in the Operations and Maintenance Manual. Other maintenance and repair will be approved by the COR and scheduled via Section CG-3.0, Logistics Support, Cost Reimbursable.

CG-2.4.3.3.15 Pier Facilities: Pier fuel facilities, buildings, piping, risers, connectors, valves, and gauges, shall be inspected on a continuous basis. Pressure/thermal relief valves, pressure gauges, valves, and other components as may be installed shall be monitored, inspected, tested, and calibrated as outlined for the specific type of component installed. The pier structure itself, pilings, driving surfaces, walkways, railings, and lighting systems shall be monitored continuously. Damage, defects, and the need for repairs shall be documented and reported to the COR via the Facility Manager.

CG-2.4.3.3.16 Oil/Water Separator System: The oil/water separator system consists of a series of under flow weir plate-separators. There are nine oil/water separators strategically located throughout the Craney Island Terminal and one at the Yorktown Terminal. The Contractor shall provide the labor, material, equipment and vehicle resources, as necessary, to operate and maintain the oil/water separators seven days per week and to clean each separator yearly (as a minimum), or as directed by the COR. Noted discrepancies shall be documented and reported to the COR via the Facility Manager. Discharge of the separators is in coordination with PWC Environmental.

Table 7: Oil / Water Separators

Terminal	*Number*	*Location*
Craney Island	801	Rail Road (West end)
Craney Island	002	Main Road (East end) (an above ground separator)
Craney Island	003	Main Road (at intersection with Motor Pool Road)
Craney Island	004	Rail Road (at intersection with Main Road)
Craney Island	005	Ocean Road (East of Tank 477)
Craney Island	006	North Shore Road
Craney Island	007	Main Road (West of Bldg. 87)
Craney Island	008	South Perimeter Road (West end)
Craney Island	None	South of Solar Pad
Yorktown	215	South Truck Fillstand

CG-2.4.3.3.17 Tank Truck Fillstands: The Contractor shall ensure that the tank truck fillstands are clean and free of debris and that the tank truck fillstand containment area is free of water and product residue (*e.g.*, product drips, spills, etc.). Fillstand containment valves shall be closed at all times, unless containment is being drained to PWC T-1 or the CI product recovery tank.

CG-2.4.3.3.17.1 Inspections: The Contractor shall inspect the truck fillstands on a continuing basis for the presence of leaks, faulty equipment, loose connections, clogged filters and need for repairs.

CG-2.4.3.3.17.2 Electrical Continuity Checks: Tank truck fillstand-loading assemblies shall be checked by the Contractor for electrical continuity. Continuity checks shall be made between the fixed piping section of the tank truck fillstand and the end of the discharge or drop tube of the loading assembly. The continuity checks shall be made through the entire range of movement of the loading assembly. If during the checks, electrical continuity is not established or is broken, the tank truck fillstand shall be out of service until repaired. The Contractor shall perform the continuity checks at least every three months. (NOTE: Jumpers shall not be installed around insulated joints used to isolate a section of cathodically protected piping from a non-protected section.)

CG-2.4.3.3.17.3 Piping: For piping which is not cathodically protected, the Contractor shall ensure that piping resistance to ground shall not exceed 25 ohms and shall check the piping resistance annually.

CG-2.4.3.3.17.4 Grounding Cables: The Contractor shall measure the truck grounding cable resistance to ground monthly. The resistance from cable clip end to ground shall not exceed 25 ohms.

CG-2.4.3.3.17.5 Static Ground Conductors: The Contractor shall inspect, test and ensure that all static ground conductors for the truck fillstand are serviceable.

CG-2.4.3.3.17.6 Maintenance: The Contractor shall perform the necessary maintenance for the truck fillstand and shall replace ground wires, clamps, connections, gaskets, O-rings and burned out light bulbs. The contractor shall overhaul valves, replace out of service/tolerance filters, clean strainers, drain and service water separators and perform other minor repairs as needed.

CG-2.4.3.3.17.7 Sensing Systems: Overfill protection and grounding systems, i.e., Scully and OPW overfill protection, shall be monitored on a continuing base. Discrepancies shall be recorded and a work request forwarded to the COR via the Facility Manager.

CG-2.4.3.3.18 Gas Station: The Contractor will operate the Craney Island gas station to support government and contractor furnished vehicles. The station consists of two commercial metered pumps, one for low sulfur diesel, and the other for unleaded gasoline. The pumps are located adjacent to the truck fillstand. Service station facilities, manual or automated, shall be inspected and monitored continuously. Components, i.e., tanks, filters, pumps, hoses, nozzles, and other relevant items as may be identified herein shall be inspected as outline above and as a part of the fuel management PM program.

CG-2.4.3.3.19 Fuel Meters: The Contractor shall monitor meters on a continuing basis. All meters shall be calibrated semiannually; when a meter is suspected to be out of calibration, whenever a meter is serviced, or when a meter has been damaged.

CG-2.4.3.3.19.1 Calibration Standards: The Contractor shall calibrate or have meter calibrations performed by a qualified agent. Calibrations shall be performed as part of the Navy Calibration and Metrology program and traceable to National Institute of Standards and Technology (NIST) standards. The Contractor shall maintain a log of all calibrations performed. This log shall be available to the COR on request. The calibration of fuel meters shall be accomplished under CLIN 0002, Section CG-3.2.1.1.2, Government Initiated Task Orders, or other Government maintenance contracts.

CG-2.4.3.3.19.2 Truck Fill-Stand and Pipeline Meters: Truck fillstand meters are used for custody transfers. Pipeline meters within the tank farms and on the piers may be used for custody transfers if calibrated in accordance with DoD

4140.25M.

CG-2.4.3.3.20 Strainers / Basket Strainers: The Contractor shall inspect, clean, and replace the strainers/basket strainers as required. Replacement strainers will be government-furnished. The Contractor shall inspect and clean system strainers monthly or more often as may be deemed necessary by system condition, flow, and pressure indicators. Defective strainers shall be replaced as necessary.

CG-2.4.3.3.21 Barges: The Contractor shall provide maintenance, in accordance with the Operations and Maintenance Manual, and inspections of the Government-furnished barges and associated equipment to include: pumps, engines, valves, piping and fittings, hatches, lighting, deck fixtures and instrumentation.

CG-2.4.3.3.21.1 Cleanliness: The Contractor shall ensure that the barges are kept clean; free of debris, and that the containment areas are free of water and product residue. The Contractor shall maintain the barges in an operationally capable condition in order to uphold product quality standards. Any transfer of DFSP inventory for barge use shall be documented and reported in the same manner as an external sale.

CG-2.4.3.3.21.2 Cleaning: The Contractor shall clean the tanks of the JP5 and F76 barges twice a year and the FOR barge only once each year. Any additional cleaning required shall be approved by the COR and reimbursed under CLIN 0002.

CG-2.4.3.3.21.3 Movements: The Contractor will provide personnel on the pier to monitor all barge movements, and to document any damage to the barge or pier.

CG-2.4.3.3.22 Hoses:

CG-2.4.3.3.22.1 Hoses Other Than Fuel Hoses: The Contractor shall test all hoses as prescribed by federal, state, and local regulations.

CG-2.4.3.3.22.2 Fuel and Lube Oil Hoses: Fuel hoses normally detached after an operation shall be drained, capped, and properly stored and protected from the elements after each use. Attached hoses, such as those at a fillstand, shall be properly stored and protected to the maximum extent possible. All hoses shall be inspected for cuts, abrasions, general wear and tear, and fitting/swedge movement continuously

CG-2.4.3.3.22.3 Pressure Testing Hoses: The Contractor shall test hoses annually at 1½ times the maximum allowable working pressure (MAWP) as defined in 33 CFR Part 154.500. The Contractor shall mark the latest testing date and MAWP on the hose where it can be seen. The Contractor shall replace hoses when necessary. The Government will provide the hoses**,** unless the Contractor is directed to purchase the hoses under Section CG-3.0, Logistics Support, Cost Reimbursable.

CG-2.4.3.3.23 Cathodic Protection System: Cathodic protection rectifiers and sacrificial anode installations shall be tested monthly for amperage and voltage outputs. The Contractor utilizing Government-furnished forms shall maintain a "cathodic protection operating log" reflecting a record of these tests. A copy of the monthly record shall be forwarded to the COR by the first of each month. Inoperative cathodic protection systems shall be reported immediately to the COR via the Facility Manager.

CG-2.4.3.3.24 Manifolds and Pipelines: The Contractor shall inspect manifolds and pipelines for leaks and general condition of equipment as part of his/her daily inspection process. The Contractor shall perform preventive and operator maintenance to include, but not necessarily limited to, the calibration of gauges, the actuation of valves, the tightening of nuts, bolts, and screws necessary to stabilize equipment and components, and spot painting. The Contractor shall keep manifolds, pits, slabs, and surrounding areas clean and free of debris, water, and vegetation.

CG-2.4.3.3.25 Pressure Testing Pipelines and Loading Arms: The Contractor shall pressure test all POL lines and the loading arms as required by federal, state, and local regulations. The Contractor shall blank off each pipeline prior to starting pressure testing to prevent pressurizing the entire system. The Contractor shall provide a pressure testing completion report with supporting documentation to the COR via the Facility Manager within three working days after each test is completed.

CG-2.4.3.3.25.1 Pipelines Repairs: The Government will be responsible for pipeline replacement, major repairs, and hydrostatic testing after repairs are made. After any testing/repair action, the Contractor shall inspect, pressurize, and re-inspect the affected lines to ensure the integrity of the line and repairs performed before returning the pipeline to service.

CG-2.4.3.3.26 Grounds Maintenance:

CG-2.4.3.3.26.1 Equipment and Supplies: The Contractor shall furnish all the equipment, vehicles, labor, tools, grass and brush cutting equipment, material, supplies and management necessary to provide grounds maintenance services within the terminal areas designated on the grounds maintenance maps provided in Appendix F in accordance with federal, state and local laws and regulations. The Contractor has the option to contract-out grounds maintenance services.

CG-2.4.3.3.26.2 Maintenance Requirements: The Contractor's grounds maintenance services shall include, but are not necessarily limited to:

- ✓ Maintaining lawns and beds
- ✓ Mowing, cutting and trimming all grasses, weeds and other vegetation. All grasses within 20' feet of facilities, buildings, tanks, pits, pipelines, and fire hydrants for example, shall be maintained between 2 to 3 inches. Field grass, slopes, hills, swales and ditches, shall be maintained between 4 to 6 inches
- ✓ Edging and/or trimming grass along curbs, driveways, sidewalks, and buildings
- ✓ Removing cut grass from walks, driveways, and parking lots
- ✓ Cultivating beds to remove grass and weeds
- ✓ Fertilizing, watering, seeding, soding, repairing, weeding, controlling pest, mulching, applying herbicides and lime so as to enhance the natural growth habit and attractive appearance of grasses and shrubs
- ✓ Pruning and trimming shrubs and hedges according to their natural growth habit, for proper health, attractive appearance and to prevent interference with pedestrian and vehicular traffic
- ✓ Removing all vegetation from fence lines and within the berms but not the outside slope of the berm mounds. Vegetation shall be cleared 5 feet outside of fence line and overhead clearance of 20 feet.
- ✓ Weeding and controlling brush throughout the terminal drainage ditch system and keeping the system clear of sediment build-up
- ✓ Removing leaves, brush, vines, bushes, limbs, or small trees, as necessary, so as to prevent interference with pedestrian and vehicular traffic. Roadways shall be clear of vegetation 10 feet out and overhead clearance 20 feet from the roadways and shoulders
- ✓ Removing and replacing plants, shrubs and trees, as necessary
- ✓ Limiting and controlling the amount of standing water on the terminal grounds to eliminate, or reduce as much as possible, mosquito breeding areas

CG-2.4.3.3.27 Trash Collection: The Contractor shall be responsible for the collection of accumulated trash, to include wind blown and water carried trash, debris and trash deposited by ship personnel into furnished pier cans (Craney Island only), from all of the DFSP Norfolk sites into Government furnished dumpsters. The Government will dispose of the trash in the dumpsters. Under no circumstances shall the Contractor permit or allow accumulated trash to be burned or disposed of within the terminal. The Contractor shall participate in and support any recycling programs.

CG-2.4.3.3.28 Fire Protection Systems: The Fire Protection Systems consist of a series of pipelines, pumps, a foam injection systems, fire hydrants and a water storage tank. The Fire Protection Systems are strategically located throughout the fuel terminals. The Fire Protection Systems for Sewell's Point and Yorktown are provided and maintained by NAVSTA Norfolk and NAVWPNSTA Yorktown, respectively.

CG-2.4.3.3.28.1 System Monitoring: The Contractor shall monitor the Fire Protection Systems on a continuous basis. Damages, defects, and the need for repairs shall be documented and reported to the COR. The following apply: (1) PWC provides fire alarm repairs on a reimbursable basis, and (2) the Craney Island Fire Department performs the routine testing of the water/foam distribution system. The Craney Island Fire Department will respond if called. At those locations that are equipped with AFFF facilities/systems, the Contractor shall monitor such facilities/systems continuously. Any noted discrepancies shall be reported to the Fire Department via the COR.

CG-2.4.3.3.29 Fences and Gates: The Contractor shall inspect all fences, to include signs, markings, barbed wire, gates, and automatic gate openers, of fuel management compounds. Discrepancies shall be recorded and a work request forwarded to the COR via the Facility Manager.

CG-2.4.3.3.30 Vehicles: Appendix B provides a list of government-furnished equipment. The contractor shall have vehicles inspected in accordance with state and local requirements for safety and reliability. The inspection shall include but not be limited to brakes, lights, instruments, control and warning devices, exhaust emission (if required by location restrictions) and exhaust emission controls. Commercial motor vehicle inspection documentation shall be in compliance with 49 CFR 396.17. Preventative Maintenance shall be performed per manufacturers' recommended service intervals.

CG-2.4.3.3.31 Workload: The following information pertains to workload projections, requirements, and minimum performance standards for preventive maintenance.

CG-2.4.3.3.31.1 Workload Projection: An electronic database shall be provided to the Contractor during the solicitation period that lists the facilities and equipment to be maintained by the Contractor. The Contractor shall utilize this electronic database to develop and execute the Preventive Maintenance Plan.

CG-2.4.3.3.31.2 Joint Inventory: At contract turnover as outlined in Section CG-1.13, Contract Turnover, representatives of the Contractor and Government will conduct a joint inventory of all Government furnished facilities, systems, equipment, supplies, and other property to be furnished by the Government to the Contractor. They will jointly validate the list of facilities; fuel systems, equipment, and components listed in Appendixes A, Government Furnished Facilities, and update the appendix to fully account for Government assets to be placed under the care and control of the Contractor. They will also update and jointly validate Appendix B, Government Furnished Equipment, Supplies, and Services to provide an inventory of all other Government furnished minor property.

CG-2.4.3.3.31.3 Disposition of Government Property: The Government reserves the right to dispose of any excess or unserviceable facilities, equipment, components, parts, materials, supplies, or other items as may have been furnished at any time over the course of the contract. The Government will replace items critical to the Contractor's performance as determined by the Government; however, the Contractor may be tasked under Section CG-3.1.1, Task Orders and Task Order Requests, to provide replacement items or procure repairs. Furthermore, the Government reserves the right to dispose of any excess or unserviceable common use items such as but not limited to office and rest area furniture, decorative pieces, and appliances such as coffee machines, microwave ovens, and refrigerators without replacement. Appliances and furniture items accumulated, collected, or otherwise provided by the Contractor over the course of the contract shall be removed from the base or otherwise disposed of at the end of the Contract. All facilities, equipment, components, parts, materials, supplies, or other items furnished by the Government to the Contractor shall be returned to the Government in as good a condition as received, allowing for normal wear and tear.

CG-2.4.3.3.31.4 Annual Property Inventory: As outlined in *Section I, Clause I114, Government Property (Fixed-Price Contracts)*, the Contractor shall account for all properties, maintain records, and submit a report of Government Furnished Equipment/Property in the custody of the Contractor, annually, as of the anniversary of the contract. The report shall be forwarded to the COR not later than 30 days from the anniversary date each year of the contract. The Contractor's report shall provide a complete inventory of Government-furnished property under its custody. The Contractor shall identify all property deleted and received since the preparation of the last inventory or as they occur and provide copies of source documents, i. e., Contractor/vendors invoices, for each item of Government-furnished property.

- **Requirement**:
  - ✓ All Government property shall be maintained in a safe working condition in accordance with the Operations and Maintenance Manuals
  - ✓ The COR shall be informed immediately of abnormal wear, tear, malfunction or breakdown, etc., of Government facilities or equipment
  - ✓ Maintenance Records: The Contractor shall keep records up to date and make them available to the COR for review upon request and surrender all such records and engineering data to the COR at the expiration or termination of this contract

- ✓ The Contractor shall ensure that all operations and maintenance are performed in accordance with applicable standards and procedures and/or accepted plans
- ✓ The Contractor shall coordinate with the COR prior to taking any action that may affect or alter government facilities
- ✓ Inspect and maintain fuel facilities and equipment so as to be fully capable of performing all scheduled product receipt and delivery operations and/or respond to non-scheduled service requests received by the fuel control center
- ✓ Capture workload data and maintain records that fully summarize work accomplished in terms of time, cost, and materials.
- ✓ Advise the Government of any circumstance that may result in the inability to perform the required services in a timely manner.

- **Minimum Performance Standards**:
  - ✓ Fuel terminal operations shall not be delayed/limited as a result of facilities *or* equipment downtime.
  - ✓ All equipment and facilities shall be maintained in accordance with the manufacturer's recommendations and accepted Preventive Maintenance Plans.
  - ✓ Assigned system operators shall be qualified and knowledgeable of inspection and maintenance requirements. Training records shall be current.
  - ✓ Facilities, structures, equipment, and grounds shall be maintained so as to present a clean and orderly appearance and a safe work environment
  - ✓ Facility, system, and equipment reference files shall be maintained and current
  - ✓ The Preventive Maintenance (PM) program shall be installed, maintained and current
  - ✓ Preventive/operator maintenance shall be performed as scheduled/required
  - ✓ Preventive/operator inspections and maintenance shall be fully documented
  - ✓ Maintenance beyond normal PM/operator programs shall be documented and reported to the COR

CG-2.5 Training and Records Keeping

CG-2.5.1 General: The Contractor shall establish and maintain, during the lifetime of this contract, a training program to ensure that applicable personnel receive training in the areas defined in the Contractor's Training Plan and that meets federal, state, and local laws and regulations.

CG-2.5.2 Training Plan and Program: The Contractor shall establish and maintain a training program that is acceptable to the Government. The Contractor shall provide all supplies, materials, and equipment necessary for training employees. The plan, both summary and final, shall be provided to the Government as outlined in Section CG-1.5.3.7, Training Plan. On acceptance, the complete training plan shall become a part of the contract. The training plan/program shall ensure that all contract personnel receive training ranging from initial employee indoctrination to fuel safety and environmental issues as may be outlined in, but not necessarily limited to, the following table. Training shall be fully documented within each individuals training record.

CG-2.5.3 Training Monitor: The Contractor shall appoint a responsible individual as the Training Monitor; the primary point of contact regarding training and records keeping issues.

CG-2.5.4 Training Records: Training records shall be kept current and information posted thereto as training occurs. Training records shall be made available to the Government on request. All training documents or a complete copy thereof, excluding proprietary company information, shall be provided without cost to an employee on termination of duties with the contractor.

Table 8: Training Requirements and Responsibilities

Requirements [1]	*Responsibilities*
New Employee Indoctrination	Contractor Provided
Marine Terminal Operator	Contractor Provided
Fire Prevention and Control	Contractor Provided
Confined Space Entry (as applicable)	Contractor Provided
Protection of the Environment	Contractor Provided
Spill Response [2]	Contractor Provided
Facility Incident Commander (FIC) and Qualified Individual (QI)	Contractor Provided
Radio Communication	Contractor Provided
Hazardous Waste Operations and Emergency Response [2]	Contractor Provided
EPA Hazardous Waste Handling and Disposal [2]	Contractor Provided
Lock-Out/Tag-Out Procedures	Contractor Provided
Personal Protective Equipment	Contractor Provided
Safe Transportation of Hazardous Materials	Contractor Provided
Fuel Terminal Safety	Contractor Provided
Fuel Terminal Security Awareness	Contractor Provided
Fuels Automated System (FAS)	Government Provided
Automated Fuel Handling Equipment (AFHE)	Government Provided
Weight Handling Equipment	Contractor Provided
Other Training (as may be required by federal, state and local agencies and defined by the contract activity)	Contractor or Government provided, as applicable

(1) Except as may be specified by other sections of this contract, the government is not obligated to train or provide training to contract personnel. However, incidental training as may be mandated by the region and provided without cost to the Contractor, i.e., fire prevention or base familiarization, shall be fully documented within an employee's training record.

(2) Required training and indoctrination for the Terminal Superintendent and Assistant Terminal Superintendent shall be accomplished by the Contractor prior to employment.

- **Requirement**: The Contractor shall:
  - ✓ Continually develop and train personnel to enhance work habits and improve skills applicable to the petroleum management mission. Training relevant to equipment operation, product handling and safety procedures, quality and quantity determination, environmental protection, and administrative/accounting functions shall be provided as applicable.
  - ✓ Train all personnel to be able to recognize and respond to potential hazards to avoid dangerous exposure and to develop safe working habits, practices, and skills.
  - ✓ Advise the Government of any circumstance that may result in the inability to perform the required services.

- **Minimum Performance Standards**.
  - ✓ 100% compliance with the government accepted training standards
  - ✓ All training records complete and annotated regarding required training as outline in the training plan
  - ✓ Training materials, literature, documents, aids, and information readily available to all personnel

CG-2.6 Safety Program

CG-2.6.1 **Safety Plan**: The Contractor shall publish and maintain a comprehensive petroleum safety program that complies with applicable federal, state, and local laws and Navy instructions and regulations. The following table lists those safety plans/topics to be provided by the Contractor and Government plans to be incorporated in the Contractor's final safety plan. On acceptance, the safety plan shall become a part of the contract.

Table 9: Safety Plan

Required Safety Plans
Industrial Hygiene Plan (Physical survey performed by the Government.)
Confined Space Entry Plan (Provided by the Contractor as applicable.)
Disaster Preparedness Plan (Provided by the Government.)
Fire Prevention and Protection Plan (Provided by the Contractor for all Contractor used and controlled systems and facilities.)
Hazardous Waste Operations and Facility Response Plan (Provided by the Government.)
Personal Protective Equipment Plan
Safety and Health Standards Plan
Accident/Incident Reporting
Destructive Weather Plan (Provided by the Government.)
Winter Storm Condition Plan (Provided by the Government.)

CG-2.6.2 **Safety Officer**: The Contractor shall appoint a responsible individual the collateral duty of safety program monitor, the primary point of contact regarding the Contractor's safety program.

CG-2.6.3 **Safety Materials**: A copy of the safety plan supported by applicable safety literature, training aids, and other safety training materials shall be made available to contract employees.

CG-2.6.4 **Accident/Incident Reporting**: All duty related accidents and incidents, to include traffic violations involving Contractor operated equipment, for which the Contractor or contract personnel are responsible or involved in shall be reported to the COR immediately or, depending on the severity and circumstances, as soon as practical. All accidents and incidents shall be fully documented and a copy of all initial draft and final accident/incident reports forwarded to the COR with the next duty day documents and reports. Also see Section CG-2.7.6, Spill Reporting, regarding product/material spills.

- **Requirement**: The Contractor shall:
  - ✓ Establish a comprehensive safety program and publish a safety plan.
  - ✓ Train all personnel to recognize potential hazards, avoid exposure to danger, and to develop safe working habits and skills applicable to petroleum related operations so as to minimize disruptions to customer support.
  - ✓ Advise the Government of any circumstance that may result in the inability to perform the required services.
  - ✓ Establish and maintain a smoking policy that prohibits smoking other than in Government designated areas on the terminal grounds in accordance with Department of Defense policy.

- **Minimum Performance Standards**:
  - ✓ The Contract's Safety Plan available to the Government and contract personnel
  - ✓ All safety materials, training aids and documents readily available to contract personnel
  - ✓ Contractor safety officer appointed
  - ✓ 100% documentation and compliance with government approved safety plans and procedures

CG-2.7 Environmental Protection

CG-2.7.1 **Compliance:** In addition to the provisions of *Clauses I116, Responsibility for Government-Owned Petroleum Products*, and *Clause I180.02, Environmental Protection (Storage)*, the Contractor's performance shall be in accordance with environmental plans listed in Table 10 which will be provided by the Government. Compliance requirements as negotiated by the Government may change during the contract period and the Contractor shall modify standard operating procedures and work practices to ensure compliance with any new or revised permits, licenses, laws or

regulations.

CG-2.7.2 Permits and Licenses: Environmental permits and licenses required for the operation of Government fuel facilities will be obtained by and kept on file by the Government.

CG-2.7.3 Training, Exercises, Testing and Inspections: The environmental training listed in Section CG-2.5, Training and Records Keeping, or as may be relevant to the requirements of this section shall be the responsibility of the Contractor. The Contractor shall conduct and document the training, exercises, equipment testing and inspections, meetings, facility inspections, and briefings required by the facility response plans for each terminal.

CG-2.7.4 Spill Response:

CG-2.7.4.1 Under CLIN 0001: Contractor responsibilities for spill response under the CLIN 0001 portion of this contract shall include the response, reporting, and cleanup actions identified in the Oil and Hazardous Substance Facility Response Plan (OHSFRP or FRP) for each of the fuel terminals. These actions include, but are not limited to, immediate response and cleanup of spills occurring during fueling operations, regardless of Contractor/DoD customer responsibility. The Contractor shall:

- ✓ Have sufficient personnel available to effectively employ all spill response equipment.
- ✓ Maintain spill response equipment in operational condition at all times.
- ✓ Ensure that Contractor personnel are trained in the safe and efficient use of all spill response equipment.
- ✓ Comply with all drill and exercise requirements mandated under OPA 90 and Navy requirements.
- ✓ Provide coordination and assistance for other spill response services and cleanup actions.
- ✓ Provide spill response labor and materials until the spill is cleaned up.
- ✓ Maintain a spill response event log.
- ✓ Maintain an action log to document manpower and supplies used during spill cleanup. The log will include the times resources are used and the names of individuals involved.

CG-2.7.4.1.1 Consumables: The Contractor shall maintain spill response consumable materials at the required inventory levels specified in the facility response plans. Replacement of consumables utilized during spill response activities shall be at the Contractor's expense. Consumables shall be replenished anytime the quantity on hand drops below the required inventory level. The Contractor shall replenish the inventory within two weeks from the time the consumables are used. The Contractor shall consolidate materials used for spill cleanups and contact PWC to arrange for the pickup and disposal of the solid waste materials to comply with federal and state regulations on accumulation times, specifically: 40 CFR 262.34 and 9 VAC 20-80-60.D.6. Consumable materials include, but are not limited to, the following items: absorbent pads, booms, sweeps, and litter; rags; rubber gloves and boots; coveralls; squeegees; safety goggles; trash bags; brooms; and 55 gallon drums.

CG-2.7.4.1.2 Assignments: The terminal Spill Prevention Control and Countermeasures (SPCC) Plans and Facility Response Plans (FRP) may designate contract management/personnel to serve as the Facility Incident Commander (FIC) and/or the Qualified Individual (QI) relevant to fuel facilities under the control of the Contractor. In addition, the Fuel Control Center (FCC) and/or fuel dispatchers may be designated as the contract fuels management Initial Point of Contact (IPOC) regarding fuel spills within fuel management areas under the control of the Contractor, or actions relevant to operations involving contract personnel. In concert with the base/regional environmental goals, the Contractor shall train personnel regarding all required duties relevant to the assigned tasks.

CG-2.7.4.2 Under CLIN 0005: Spill response actions beyond those outlined above are reimbursable under *Section 3.0 Logistics Support* and shall be documented and executed in accordance with CLIN 0004 and CLIN 0005. These actions may include providing assistance, equipment, and materials in response to regional spills at facilities not under the control of the Contractor.

CG-2.7.5 Supplies and Equipment: The Contractor shall be responsible for the inspection, inventory, and care of the spill response and cleanup kits. Spill response kits are maintained and staged throughout the facilities (in orange containers) at various locations. Consumables, i.e., small spill barriers, absorbent pads and compounds, squeegees, mops,

rags, and other materials, required to maintain all kits at the 100 percent required inventory level shall be provided by the Contractor.

CG-2.7.6 Spill Reporting: The Contractor shall be responsible for making all required spill reports and drafting Navy oil spill messages in accordance with the facility response plans (FRPs) and Regional requirements. In addition to any and all formal Government requirements for the reporting of fuel spills, the Contractor shall provide a simplified report of all spills involving the Contractor, its personnel, equipment, systems, and processes for which it is responsible. Outside of minor seepage or weepage of system/equipment components, or the capture of small amounts of fuel in drip pans incidental to maintenance, i.e. hose changes or strainer cleaning, the spill and loss or recovery of product shall be verbally reported to the COR immediately. A written report shall be forwarded to the COR on the same day with details of the circumstances surrounding the spill, the estimated amount of the spill, and actions taken to remediate the spill.

CG-2.7.7 Environmental Remediation: The Contractor shall provide all labor, material, equipment and vehicle resources necessary to periodically pump out the oil from the holding tanks associated with the oil recovery wells and solar collection systems at the terminals. The oil shall be transported and discharged into the oil reclamation system.

CG-2.7.8 Hazardous Material Waste Disposal: The Contractor shall dispose of all hazardous material waste in accordance with applicable federal, state, and local laws and regulations.

CG-2.7.9 Recycle Programs: The Contractor shall use the Government's recycle programs when disposing of materials. Examples of recyclable material include: white office paper, computer paper, cardboard, soda cans, metal items, dock lines, 55 gallon drums, compressed gas cylinders, newspapers, phone books, motor vehicle parts, oil filters, lead acid batteries encased in plastic, aerosol cans, and plastic cans.

Table 10: Government Provided Environmental Documents

Government Provided Plans	***Required By:***	***CI***	***Y***	***SP***
Pollution Prevention Plan	E.O. 12856	X	X	X
Facility/Emergency Response Plan (OPA 90)	33 CFR 154 40 CFR 112 49 CFR 194	X	X	X
National Pollutant Discharge Elimination System Permit Plan	40 CFR 122	X		
Oil Pollution Prevention Operations Manual	33 CFR 154	X	X	X
Spill Prevention Control and Countermeasures (SPCC) Plan	40 CFR 112	X	X	X
Clean Air Act Emissions Inventory Standard	40 CFR 70	X	X	
Storm Water Pollution Prevention Plan	40 CFR 122	X	X	

- **Requirement**:
  - ✓ Ensure that all necessary actions are taken to prevent, control and abate environmental incidents relative to the fuel facilities, activities, and programs under the Contractor's control and responsibility.
  - ✓ Ensure all personnel are trained and have the requisite knowledge in spill response and environmental protection.
  - ✓ Maintain spill response and cleanup kits to respond to and control spills.
  - ✓ Notify the Government of any circumstance that may result in the inability to perform the required services.
  - ✓ Immediately notify the Contracting Officer and the COR if a Notice of Violation is received.
  - ✓ Immediately notify the COR of any size spill.
  - ✓ Draft a spill message.

- **Minimum Performance Standards**:

- ✓ 100% compliance with all federal, state and local environmental laws and regulations and Government provided environmental documents, i.e., no spills
- ✓ Maintain copies of the current Government Spill Prevention Control and Countermeasures (SPCC) Plans on hand and available to Contractor personnel
- ✓ Maintain copies of the current Government Facilities Response Plans (FRP) on hand and available to Contractor personnel.
- ✓ As applicable, Initial Point of Contact (IPOC) assigned and trained regarding responsibilities
- ✓ As applicable, Facility Incident Commanders (FIC) and Qualified Individuals (QI) assigned and trained regarding responsibilities
- ✓ Maintain spill response and cleanup kits at 100 % of the required inventory level
- ✓ Hazardous material spills, regardless of size, reported to the COR and the Emergency Communication Center (ECC)
- ✓ Spill message drafted and submitted as soon as practical, but no later than 2 hours after the discovery of the spill.
- ✓ Notice of Violation forwarded to the COR

CG-2.8 Mission Support

CG-2.8.1 **General**: The Contractor shall establish a working relationship with medical personnel and ambulance services, local fire departments, local police, US Coast Guard, EPA and other federal agencies as directed by the DEO, local Civil Defense organizations and the Federal Emergency Management Agency (FEMA). The Contractor's purpose in establishing working relationships shall be to advise officials that they are operating a Government-Owned facility under the provisions of a Government contract and that in the event of an emergency; local assistance may be requested as appropriate. The Contractor shall also establish a working relationship with base officials (Naval Base officials, Military Police, Fire Department, Public Works, etc.). In establishing working relationships, the Contractor shall maintain a position of responsibility as specified in contract provisions and recognize that any outside assistance requested shall be intended as a means of enhancing the Contractor's ability to continue terminal operations. The Contractor shall establish relationships to facilitate the services as listed in Table 11 below.

Table 11: Areas for Mission Support

Service	***Service Currently Provided By:***
AFHE Maintenance	DESC designated contractor
Air Compressor Certification	PWC Norfolk
AST Leak Detection	PWC Norfolk
Backflow Certification	PWC Norfolk
Boiler Certification	PWC Norfolk
Commercial Barges and Tank Trucks	DESC designated contractor
Elevator Certification	PWC Norfolk
Environmental Remediation	PWC Norfolk designated contractor
Environmental Testing	PWC Norfolk
Fleet Tanker Coordination	Military Sealift Command (MSC) Operations
Heating Fuel Service	DESC designated contractor
Hull Inspection (Barge)	Government Personnel
Line Handling for MSC Tankers and Barges	MSC Operations
Maintenance, Repair, and Environmental (MR&E) *	Various contractors
Oily Waste/Waste Oil Treatment Plant	PWC Norfolk

Service	*Service Currently Provided By:*
Petroleum Testing (Type A/B)	Regional Fuel Laboratory
Pile Inspection	Government Provided
PM Fire Alarm System (Craney Island)	PWC Norfolk
Preventive Maintenance High Voltage	PWC Norfolk
Street Lighting (limited)	Dominion Resources
Tank Tightness Testing	PWC Norfolk
Telephone Services (limited)	Government
Terminal Fire Protection	Government Provided
Trash Removal	Government Provided
Tugs	DESC designated contractor
Utility Management	PWC Norfolk
Weight Handling Certification (Two Overhead Cranes)	PWC Norfolk

CG-2.9 Terminal Security

CG-2.9.1 General: The Contractor shall be responsible for terminal security at the Yorktown and Sewell's Point and the internal security of Craney Island. A separate Navy security contract provides the physical security functions (armed guards) at Craney Island. The Contractor shall provide all the labor, materials, equipment, vehicle resources, and management necessary to fulfill the security requirements. The functions described herein are the responsibility of the contractor, and are not necessarily guard functions.

CG-2.9.1.1 Craney Island: Craney Island is a separate and isolated fuel terminal. The terminal is fenced, with a guard building at the entrance to the terminal. The US Navy provides for the overall physical security of the Craney Island terminal via a separate Navy sponsored security contract. That contract requires at least one (1) armed guard to be stationed at the Craney Island terminal gate building 24 hours per day, seven days per week. A second armed guard continuously patrols the Craney Island terminal area. The security of the buildings and infrastructure within the terminal area shall be a responsibility of the fuel Contractor.

CG-2.9.1.2 Yorktown: The Yorktown terminal main gate is accessed through the entrance gate for the US Coast Guard Training Center. The terminal can also be accessed through a truck gate from a side road that intersects State Road 238. The Coast Guard provides security at the Coast Guard gate. A separate fence surrounds the fuel terminal itself. The Contractor shall be responsible for security for all facilities within the terminal fence and shall ensure the fuel pier facility and all valve pits are locked when operations are not in progress.

CG-2.9.1.3 Sewell's Point: The terminal at Sewell's Point is accessed through the Naval Station Norfolk main gate. Security for the Naval Station is the responsibility of the US Navy. The fuel Contractor shall be responsible for the security of Sewell's Point within the fenced areas as well as the pipeline and valve pits located throughout the Sewell's Point Naval Station pier areas. The Contractor shall be responsible for security for all Sewell's Point terminal facilities and ensure that all valve pits and terminal fenced areas are locked when not conducting operations.

CG-2.9.1.4 Security Plan: As outline in Section CG-1.5, Contractor Detail Plans, the Contractor shall establish and maintain, for the lifetime of this contract, a detailed security plan in accordance with the security requirements applicable under all federal, state and local laws and regulations.

CG-2.9.1.5 Files and Records: Files and records are the property of the Government and shall be kept secure, organized, and stored in a neat accessible manner. All files shall be made available to the COR on request.

CG-2.9.2 Physical Security: The Contractor shall be responsible for knowledge of and compliance with all instructions, policies, and procedures regarding physical security in the performance of this PWS. The Contractor shall safeguard all government property and secure all government facilities, equipment, and material in the Contractor's possession when not under direct physical control of Contractor employees. The Contractor shall report any lost, stolen, or missing government property and incidents affecting personnel or property to the COR. The Contractor shall secure (lock) the areas containing government property and/or materials when not manned by employees, see Section CG-2.9.5, Key Control .

CG-2.9.3 Identification Badges: Access to the terminals is controlled via a government identification card issued to each employee for a period not to exceed one year. Contractor employees shall display applicable identification badges [Common Access Cards (CAC)] while on site. In order to receive an identification badge, CAC, Contractor employees shall complete an Application for Department of Defense Common Access Card-DEERS Enrollment (DD Form 1172-2) which must be countersigned by the COR. The FISC Security Director is the approving authority for requests for identification badges, and has full and complete control regarding access and the issuance of security identification badges. Contractor employees shall deliver the completed and approved DD 1172-2 to the Pass and Identification Office, where the badge will be issued. Badges shall be worn on the front of outer clothing, above the waist, and visible. The Contractor shall require persons leaving their employment to surrender security identification badges and shall return departing employees' identification badges to the COR. The Contractor shall recover badges from employees who resign, retire, or are terminated but do not return to the office to out-process. Furthermore, the Contractor shall report lost badges immediately to the issuing office and COR. The Contractor shall account for all security identification badges issued to their employees.

CG-2.9.4 Vehicle Decals: All Contractor employee privately owned vehicles shall display a valid state license plate, safety inspection sticker, and a base vehicle decal for entry onto the terminals and Naval bases. Contractor employees shall obtain a base vehicle decal from the Pass and Identification Office for Naval Station Norfolk. The Contractor shall require persons leaving their employment to remove base vehicle decals from their vehicles, if they are not otherwise entitled to them.

CG-2.9.5 Key Control: The Contractor shall control and account for Government-furnished keys. The Contractor shall establish a control system to safeguard Government-issued keys to prevent theft, loss, or use by unauthorized persons. The Contractor shall designate, in writing, the Primary and Alternate Key Custodian and the custodian's responsibilities for the issue, receipt, inventory, and securing of Government-issued security keys. The Contractor shall provide a copy of these designations to the Security Lock and Key Control Officer. The custodian(s) appointed by the Contractor shall maintain a daily key usage log of all keys issued and returned. The Contractor shall provide quarterly self-inspection inventory reports to the Security Lock and Key Control Officer in accordance with *FISCNORVAINST 5530.3C, Lock and Key Control*. If, through negligence by the Contractor, the Government must re-key/replace locks for which the Contractor has received keys, the Contractor shall reimburse the Government for all costs incurred. The Contractor shall not replace government locks without approval from the COR; however, if approved, shall provide copies of new keys to the COR. The Contractor shall only use keyed locks. The Contractor shall immediately notify the Security Lock and Key Control Officer and COR of any keys lost or stolen.

CG-2.9.6 Information Assurance/Security: The Contractor shall comply with *OPNAVINST 5239.1B, Navy Information Assurance Program*, *NAVSUPINST 5239.1A, Automated Information System (AIS) Security Policy for Naval Supply Systems Command*, and site-specific installation regulations for information security.

CG-2.9.7 Heightened Security: The Contractor shall comply with FISC and Commander, Navy Region Mid-Atlantic (CNRMA) policies to ensure mission accomplishment during heightened security postures at naval installations. These heightened postures are known as Force Protection Conditions (FPCON) Bravo, Charlie, and Delta; and apply when an incident occurs or intelligence is received indicating some form of terrorist action against personnel or facilities is imminent. To provide continuity of operations, the Contractor shall submit a personnel security roster to the COR for approval, identifying and justifying those staff members deemed "essential personnel" and requiring access to naval installations during increased FPCON instances (Charlie and Delta). Essential personnel will be identified with an "E" on their Government identification card and its carrying pouch. In addition to being on the Security Roster, Contractor employees shall present valid identification to gain access to the sites.

CG-2.9.8 Truck Access: Contractor personnel shall adhere to truck access control measures being employed at the sites during Force Protection Conditions (FPCON). All trucks are subject to inspections and/or searches. During FPCON Charlie and Delta postures, access shall be limited to the absolute minimum and commercial deliveries restricted to essential items only. The Contractor shall postpone or cancel non-essential deliveries of material intended for projects/events that have been postponed or canceled due to the current situation. Procedures and guidelines for personnel and freight access to regional installations during heightened security measures are listed in Appendix J, Base Truck Access.

- **Requirements**

  - **All Terminals**
    - ✓ Key and lock system established and controlled
    - ✓ Security inspections conducted on a random basis at intervals not to exceed two hours
    - ✓ Security inspections documented in the Event Log. Noted discrepancies reported to the COR
    - ✓ Security inspections consist of looking for intruders; broken or cut locks; open doors and windows; damaged infrastructure; petroleum and water leaks; suspicious objects and packages; security lighting outages, etc.
    - ✓ Maintain a Visitors Log and Event Log
    - ✓ Access shall be controlled to Government-Owned facilities
    - ✓ Secure all facility equipment, gates, valves, buildings, systems, or tanks when not in use (any exceptions to be authorized by the COR)
    - ✓ Level of security comparable to the established threat condition
    - ✓ Contractor employees shall obtain and display applicable identification badges while on site
    - ✓ Establish an essential personnel list
    - ✓ Contractor shall provide access lists of employees and subcontractors, for COR authorization, no less than one business day prior to arrival at terminals

  - **Yorktown**
    - ✓ Pier and perimeter fence security inspections shall be conducted on a random basis; intervals not to exceed two hours. Inspections shall be documented in the Event Log
    - ✓ 100% physical identification of all visitors prior to terminal access
    - ✓ Security inspections shall be conducted between 1600 and 0700

  - **Sewell's Point**
    - ✓ 100% physical identification of all visitors prior to terminal access
    - ✓ Security inspections shall be conducted once in the morning and once in the afternoon, Monday through Friday

  - **Craney Island**
    - ✓ Security inspections shall be conducted between 1600 and 0700

  - **Minimum Performance Standards**:
    - ✓ No unsecured equipment, gates, valves, buildings or tanks when not in use
    - ✓ No damage or loss of government property due to Contractor fault, negligence or misconduct
    - ✓ Level of security comparable to the established threat condition
    - ✓ Security plan and requirements documented and files maintained and updated
    - ✓ Terminal security inspections performed and documented. Noted discrepancies reported
    - ✓ Access lists provided for all Contractor and subcontractor employees
    - ✓ Visitors and Events Logs maintained

CG-3.0 LOGISTICS SUPPORT - CLIN 0002, 0003, 0004 & 0005 - COST REIMBURSABLE

CG-3.1 General

CG-3.1.1 Task Orders and Task Order Requests: The Contractor shall provide supplies, materials, equipment and emergency services not specified elsewhere in this contract if approved and funded by the Contracting Officer or COR. Such approval will be provided in the form of a Task Order (DD Form 1155) signed by the Contracting Officer or COR (for task orders within the COR's funding threshold as delegated by the Contracting Officer in a letter of appointment). The Government will issue a task order either in response to a Contractor initiated task order request (TOR) or Government initiated requirement. A TOR will include PWS references justifying Government approval and funding. In emergency situations, the Contractor may receive verbal approval, which will be followed up by a written task order request from the Contractor within one working day. The Government reserves the right to purchase any supplies, materials and equipment when the Contracting Officer or COR determines it is in the best interest of the Government.

CG-3.1.2 Reimbursements:

CG-3.1.2.1 Direct Costs: Reimbursement under CLINs 0002, 0003, 0004 and 0005 shall be for the prime Contractor's allowable, allocable and reasonable direct cost of any subcontracts for furnishing supplies, equipment, material and services specified in Section CG-3.0, LOGISTICS SUPPORT. No additional indirect/overhead costs or fees will be reimbursed.

CG-3.1.2.2 Overtime: Reimbursement for overtime, CLIN 0004, shall be for allowable, allocable and reasonable directed overtime labor costs plus fringe benefits and payroll taxes of the prime Contractor's regular employees. Allowable, allocable, and reasonable cost will be reimbursed pursuant to FAR, Section 31. No additional indirect/overhead costs or fees will be reimbursed.

CG-3.1.2.3 Costs not Reimbursed: The Contractor will <u>not</u> be reimbursed under CLINs 0002, 0003, 0004 or 0005 for any labor costs for using employees during normal work hours in the performance of any task listed under Section CG-3.0. <u>Nor</u> will the Contractor be reimbursed under CLIN 0002 for equipment costs using Government-furnished or Contractor-furnished equipment in the performance of any task listed under Section CG-3.0, Logistics Support.

CG-3.1.2.3.1 CLIN 0001 Costs: The Contractor shall ensure that the costs for Preventive Maintenance are included in CLIN 0001 on a firm-fixed price basis. The Contractor will not be reimbursed (unless otherwise specified herein) under CLINs 0002, 0003, 0004 and 0005 for any costs of maintenance and repair necessary for the upkeep of property or equipment specified herein which neither adds to the permanent value of the equipment or property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition (considered terminal operator's maintenance and repair). The Contractor shall ensure that associated indirect/overhead cost, if any, related to the performance of tasks under CLINs 0002, 0003, 0004 and 0005 (except as otherwise specified hereinafter) are included in CLIN 0001 on a firm fixed-price basis. Those associated costs are to include, but are not limited to, the costs of office supplies, salary for a purchasing agent, if considered necessary by the Contractor, and other indirect/overhead costs are considered a part of operating the terminal. Therefore, any reference to reimbursement for indirect/overhead costs in FAR Section 31 is not applicable (except as otherwise specified herein) to the reimbursement of costs of the prime Contractor under this contract. In addition, CLINs 0002, 0003, 0004 and 0005 shall be non-fee bearing. Therefore, references to reimbursement for fixed fee in the FAR Section 31 are not applicable to the reimbursement of costs of the prime Contractor under this contract.

CG-3.1.3 Logistics Fund Statement: The Contractor shall provide a Logistics Fund Statement by the fifth day of each month to the Contracting Officer and the COR.

CG-3.1.4 Purchasing Standard Operating Procedures: The Contractor shall prepare Standard Operating Procedures (SOP) on the Contractor's purchasing policies and procedures to include, but not be limited to, maintenance of purchasing records, policies and procedures on emergency purchases, subcontracts, termination, source selection and contract administration. The Contractor shall submit the SOP to the Contracting Officer for review and consent. After consent, the Contractor shall adhere to those procedures, unless further reviews of such procedures and policies by the Contracting Officer during the life of the contract reveal deficiencies in the Contractor's purchasing standard operational procedures. Such deficiencies include, but are not limited to, a Contracting Officer's determination that the Contractor's purchasing standard operational procedures do not provide sufficient protection of the expenditure of Government funds and are, therefore, unacceptable. The Contracting Officer shall notify the Contractor in writing within 14 calendar days of the Contracting Officer's determination of deficiencies in the Contractor's purchasing standard operational procedures. The Contractor shall revise its purchasing standard operational procedures so that it is acceptable to the Contracting Officer. The Contracting Officer will review the Contractor's purchasing methods when determined necessary by the Contracting Officer during the life of the contract. The SOP or Purchasing shall be submitted to the contracting officer not later than 30 days after contract award.

CG-3.1.5 Requirement for Competition: In all cases of commercial procurement, other than emergency, except procurement with the total money value of $2500 or less, a minimum of three quotations (verbal or written) shall be obtained and the award shall be to the lowest, responsible, responsive bidder that is the best value to the Government. The Contractor shall not award a contract unless the Contractor has determined that the price is fair and reasonable. Documentation for this determination shall be included in the task order file.

CG-3.1.6 Other Procurement Requirements: The Contractor shall procure materials and services at the most advantageous prices with due regard for prompt delivery of satisfactory credits and other benefits. As a minimum requirement, the Contractor shall only purchase services and materials from companies who are qualified and engaged in the type of repairs being provided or engaged in providing or manufacturing materials being purchased. The Contractor shall also take all actions necessary to obtain applicable tax exemptions, reductions, and refunds. Reimbursement cost shall be the net cost after taking discounts, rebates, allowances, credits, tax exemptions, reductions and refunds and other benefits.

CG-3.2 CLIN 0002

CG-3.2.1 CLIN 0002AA - Services and Equipment/Supplies/Materials Requiring Task Orders

CG-3.2.1.1 Maintenance and Repair: The Contractor shall provide maintenance beyond that specified in Section CG-2.4, Property Management and Maintenance, as directed by the Contracting Officer or COR. The following procedures apply:

CG-3.2.1.1.1 Contractor-initiated Task Order Requests:

CG-3.2.1.1.1.1 Maintenance: The Contractor identifies in writing to the COR any maintenance which is beyond preventive maintenance and minor repair. The written request [task order request (TOR)] shall include the following information:

- ✓ Description of deficiency
- ✓ Description of corrective action(s)
- ✓ Description of work
- ✓ Proposed performance period
- ✓ Estimated subcontract cost
- ✓ PWS reference justifying Government approval and funding

CG-3.2.1.1.1.2 Supplies, Materials and/or Equipment: The Contractor shall identify, by written task order request to the COR, the need for supplies, materials and/or equipment which are not provided under this contract as Government-furnished or Contractor-furnished. The TOR shall include the following information:

- ✓ Item Description
- ✓ Source of Supply
- ✓ Purchase description
- ✓ Delivery date
- ✓ Estimated dollar amount
- ✓ PWS reference justifying Government approval and funding

CG-3.2.1.1.1.3 Subcontracting: If approved, a task order will be issued by the Contracting Officer or COR directing the Contractor to proceed. The Contractor shall obtain consent to subcontract when required by and pursuant to *Clause I400.09, Subcontracts,* sub-paragraph F and shall subcontract for the supplies, materials, equipment or subcontract work to a responsible Contractor who is in the business of performing similar work.

CG-3.2.1.1.2 Government-Initiated Task Orders:

CG-3.2.1.1.2.1 Maintenance: The Government will determine the need to accomplish maintenance which is beyond that specified in Section CG-2.4, Property Management and Maintenance, and a written task order will be sent directing the Contractor to proceed.

CG-3.2.1.1.2.2 Supplies, Materials and/or Equipment: The Government will identify the need for supplies, materials and/or equipment. If the Government decides to purchase the supplies, materials and/or equipment through the Contractor, a task order directing the Contractor to proceed will be issued.

CG-3.2.1.1.2.3 Subcontracting: The Contractor shall obtain consent to subcontract when required pursuant to *Clause I400.09, Subcontracts*, sub-paragraph F and shall subcontract for the supplies, materials, equipment or subcontract work to a responsible Contractor who is in the business of performing similar work.

CG-3.2.2 CLIN 0002AB – Services & Equipment/Supplies/Materials Required for Government-Owned Barge Maintenance and Repair (Written Task Order Required).

CG-3.2.2.1 Barge Maintenance and Repairs: The Contractor is required to obtain a written task order for the following services, supplies or equipment/materials required to accomplish minor maintenance and repair on the Government-owned barges. The Contractor shall ensure that all costs associated with the minor maintenance and repair for the Government-owned barges is separately identified and documented.

- ✓ Barge battery maintenance/replacement.
- ✓ Barge hose/fittings maintenance/replacement.
- ✓ Barge deck maintenance (non-skid/slip paint).
- ✓ Barge deck fixtures and instrumentation.
- ✓ Barge running light maintenance/replacement.
- ✓ Barge mooring line replacement.
- ✓ Barge pumping facility, engines, valves, piping and fittings maintenance and repair.
- ✓ Barge electrical system maintenance and repair.
- ✓ Miscellaneous barge minor maintenance and repairs.
- ✓ Barge cleaning in excess of the required two Contractor provided barge cleanings each contract year.
- ✓ Barge fire suppression system maintenance

CG-3.3 CLIN 0003 – Emergency Maintenance

CG-3.3.1 Emergency Repairs and Services: Emergency maintenance includes repairs or services required immediately to permit performance of the contract and/or eliminate hazards to life, property, or the environment following a breakdown of facilities or equipment, accident, fire, or product spill. The Contractor shall perform emergency maintenance as required. Emergency maintenance includes, but is not limited to, the following:

- ✓ Repairs to fire suppression systems and all supplies, materials, and parts required to complete the repairs.
- ✓ Repairs of pipeline and valve leaks and all supplies, materials, and parts required to complete the repairs.
- ✓ Sump pump repairs
- ✓ Tank repairs and cleanup
- ✓ Fence repairs needed to repair large holes that are potential security problems and all supplies, materials, and parts required to complete the repairs.
- ✓ Security lighting and system repairs and all supplies and materials required to complete the repairs.
- ✓ HVAC system repairs and all supplies and materials required to complete the repairs (Yorktown only. PWC repairs HVACs at Craney Island).

CG-3.3.2 Procedures: The Contractor shall immediately report the emergency to the COR by telephone. The COR will verify that an emergency actually exists and verbally direct the Contractor to continue work under CLIN 0003 for subcontracted services and supplies and CLIN 0004 for authorized overtime. The COR will confirm verbal direction in writing by the end of the next normal workday. The Contractor shall obtain consent to subcontract when required pursuant to the general provisions entitled Subcontracts (Cost-Reimbursement And Letter Contracts), FAR 52.244.2 with Alt 1.

CG-3.4 CLIN 0004 – Overtime

CG-3.4.1 General: The Contractor will be reimbursed for the direct cost plus allowable and allocable fringe benefits and payroll taxes of overtime worked by the Contractor employees pursuant to the provisions of this contract and the clause entitled *Payment For Overtime Premiums (Far 52.222-2)* with the following additional approval restrictions:

CG-3.4.2 Procedures: The following procedures shall apply:

CG-3.4.2.1 Overtime Requests: The Contractor shall submit a written request for overtime work. The request shall include the purpose, time, and date of the overtime; estimated number of overtime hours; and the number of employees working overtime. If conditions exist that make it impractical for written approval prior to working the overtime, the Contractor will request verbal approval and submit a written request for the overtime by the next business day.

CG-3.4.2.2 Overtime Approval: The Contractor shall not work overtime nor shall be reimbursed for overtime expenses without prior approval from the Contracting Officer or COR pursuant to FAR 52.222-2 with the exception of spill response services under CLIN 0005.

CG-3.4.2.3 Reimbursement Requests: Requests for overtime reimbursement shall include the following information:

- ✓ Purpose for the overtime
- ✓ Number of overtime hours worked by position/employee
- ✓ Name of each employee who worked overtime
- ✓ Total number of overtime hours worked
- ✓ Direct labor cost plus fringe benefits and payroll taxes per hour for each labor category
- ✓ Total cost of overtime labor
- ✓ Copies of overtime request form, dispatch log validating the circumstances for the overtime, and the individual(s) time card that show the hours worked

CG-3.4.2.4 Expenses not Reimbursed: The Contractor will NOT be reimbursed for overtime expenses:

- ✓ When the emergency resulted from the fault, negligence, bad faith, or misconduct of the Contractor or Contractor's employee(s) or agent(s)
- ✓ When Contractor employee(s) works overtime during the normal work hours specified in section CG-1.9
- ✓ For emergency maintenance (CLIN 0003) performed during normal working hours

CG-3.5 CLIN 0005 - Additional Spill Response Services and Supplies

CG-3.5.1 General: Additional spill response services are services provided by a third party organization(s) to contain, control, cleanup, and dispose of the spilled substance and cleanup materials from the environment. These services also include the Contractor's work assisting in a Regional spill response not directly related to the DFSP Norfolk fuel terminals. CLIN 0005 is established to reimburse the Contractor for additional spill response supplies; for assisting with Regional spills; and for utilizing third party assistance and supplies when the quantity spilled is beyond the control and/or cleanup capability of the Contractor.

CG-3.5.2 Facility Response Plan (FRP): The Contractor shall follow the Oil and Hazardous Substance Facility Response Plan (OHSFRP or FRP) established for each terminal when responding to a spill. The FRPs designate the Terminal Superintendent as the Facility Incident Commander (FIC) and/or the Qualified Individual (QI). The Assistant Terminal Superintendent is designated the Alternate Qualified Individual. The FRP require the Contractor/FIC to provide the response to any DFSP Norfolk spill and, if the spill is beyond the capability of the Contractor, the FIC shall contact an Oil Spill Response Organization (OSRO) for assistance. An OSRO is a third party with whom the Contractor will incur expenses for their assistance and supplies. The FIC will also keep the Regional Navy On Scene Coordinator (NOSC) informed of spill response status and request assistance from other local Navy activities, if required.

CG-3.5.3 Procedures:

- ✓ The Contractor/FIC shall obtain consent to subcontract when required pursuant to the General Provisions entitled Subcontracts (Costs-Reimbursement And Letter Contracts), FAR 52.244.2 with Alt 1.
- ✓ The Contractor/FIC shall, after determining the spill is beyond his capability, immediately report spill response requirements to the Contracting Officer and the COR by telephone.
- ✓ The Contracting Officer or COR will verify that the spill response requirements actually exists and verbally direct the Contractor/FIC to continue work under CLIN 0005 for additional supplies; OSRO services and supplies; and CLIN 0004 for Contractor overtime.
- ✓ The Contracting Officer or COR will confirm verbal direction in writing by the end of the next normal workday.
- ✓ The Contractor shall request verbal approval from the Contracting Officer or COR if asked to assist in Regional spill responses.
- ✓ The Contracting Officer or COR will verify that the Regional spill response assistance requirement actually exists and verbally direct the Contractor to continue under CLIN 0005 for labor and supplies, and CLIN 0004 for Contractor overtime.
- ✓ The Contracting Officer or COR will confirm verbal direction in writing by the end of the next normal workday.
- ✓ In an acute emergency situation, the Contractor/FIC shall subcontract immediately if the Contracting Officer or COR cannot be contacted and if delay poses a direct threat to human safety, or the protection of critical human or natural resources. Every effort shall be made to obtain concurrence from the Contracting Officer or COR as soon as possible.

CG-3.5.4 Reimbursement Requests: The Contractor shall submit invoices and documentation to the Contracting Officer for additional spill response services and supplies, and Contractor overtime expenses incurred while responding to a spill. The invoices and documentation shall be submitted within 30 days after completion of the spill cleanup.

CG-4.0 US NAVY FUNDED LOGISTICS SUPPORT - CLIN 0006 & 0007

CG-4.1 CLIN 0006 – Mooring Line Handling and Hotel Services

CG-4.1.1 General: US Navy Fleet Ships may require Mooring Line Handling and Hotel Services to be provided by the Contractor. The following services are US Navy funded and will require the Contractor to submit a separate proposal. CLIN 0006, although part of the contract, will be funded by the US Navy and invoiced to the designated Navy payment office.

- ✓ Mooring Line Handling Services for US Navy Fleet Vessels
- ✓ Brow placement for US Navy Fleet Vessels
- ✓ Staging parts and supplies for US Navy Fleet Vessels

CG-4.2 CLIN 0007 – US Navy Vessel Defueling Services

CG-4.2.1 General: The Contractor shall provide defueling services for US Navy vessels (ships and submarines), as outlined in Table 12. The following services require the Contractor to submit a separate proposal for the defueling services. CLIN 0007, although part of the contract, will be funded by the US Navy and invoiced to the designated Navy payment activity.

CG-4.2.2 Procedures: The Contractor shall perform defuels of Navy vessels (ships and submarines) using Government-furnished barges and/or Contractor-furnished tank trucks. This includes the manning/operation of the tank trucks or barge and handling of hoses to the Navy vessel. It does not include any shipboard actions necessary to get the fuel off the Navy vessel. Defuels will be accomplished at various Government and commercial locations within the Norfolk/Hampton Roads area (Sewell's Point, Little Creek, and Portsmouth are the primary locations) and the defueled products will be transported to Craney Island for discharge and receipt. Defuels will occur between sunrise and sunset (Monday through Friday). The Contractor shall be responsible for the coordination of all quality assurance requirements prior to receiving fuel from the Navy vessels. The vessel personnel are responsible for taking fuel samples and delivering them to the Regional Fuel Laboratory at Sewell's Point for testing prior to the defueling operation. The Contractor shall provide test results and obtain disposition instructions from the COR QA. Product will not be received without COR QA concurrence. The Contractor shall arrange for barge movements in accordance with DESC-Americas East guidelines.

CG-4.2.2.1 Use of GFE Barges and CFE Trucks: The Contractor shall receive defuel requests from US Navy vessels and schedule/accomplish those defuels utilizing tank trucks and barges. The Contractor shall ensure maximum utilization of Government-furnished barges and Contractor-furnished tank trucks for accomplishing defuels from US Navy vessels.

CG-4.2.2.2 Use of Commercial Barges: If the Government-furnished barge, designated to defueling operations, is committed to another defuel or the defuel exceeds 8,000 barrels, then the Contractor may request COR approval to order a commercial barge through DESC Americas East. If the use of commercial assets is approved, the Contractor shall make all arrangements in accordance with DESC Americas East guidelines and provide quality and quantity verification.

CG-4.2.2.3 Use of Commercial Tank Trucks: The Contractor may request COR approval to utilize a commercial tank truck for defuels quantities greater than the combined capacity of the Contractor-furnished tank trucks or if the situation requires use of a tank truck (pier availability, vessel positioning, submarine safety, etc) in lieu of a barge. If the use of a commercial carrier is approved, the Contractor shall make arrangements in accordance with DESC-Americas East guidelines and provide quality and quantity verification.

CG-4.2.2.4 Inspections and Records of Commercial Conveyances: In the event a commercial tank truck or barge is used, the Contractor shall:

- ✓ Inspect the commercial conveyance for suitability to receive the ship offload and record the start time

- ✓ Witness and record the quantity of product received by the commercial tank truck or barge

CG-4.2.2.5 Other Requirements: In all cases above, the Contractor shall coordinate with shipboard personnel to ensure that necessary fuel testing has been performed, that shipboard personnel witness quantity of product received on Government-furnished equipment or commercial tank trucks and barges. In addition, the Contractor shall prepare all necessary documentation to perform above task and to maintain "cradle-to-grave" accounting records.

CG-4.2.2.6 Monthly Reports: The Contractor shall provide the COR a monthly report summarizing all defuels for the fiscal year. The report, as a minimum, shall include: vessel name, defuel barge/tank truck used, date of defuel, start and stop time, type of product, quantity defueled, quantity returned for credit and defuel vessel designation. In addition, the report shall include the cost for commercial tugs, barges, and trucks.

CG-4.2.2.7 Reimbursement for Defuels: The Contractor shall submit defuel reimbursement invoices and all documentation to the COR within five business days.

Table 12: Projected Annual Defuel Workload

Mode	***Annual Defuel Operations***		
	F76	***JP5***	***Total***
CFE Truck	4	2	6
Navy Barge	36	2	38
Total:	***40***	***4***	***44***

Appendix A: Government-Furnished Facilities

Government Facilities: An abbreviated list of Government Facilities is provided in this appendix. A description of the Government facilities was provided to the Contractor during the solicitation period via an electronic database. The database lists buildings, tanks and the pipeline distribution systems that make up the terminals and is not intended to be all-inclusive. The Government reserves the right to replace defective and worn-out facilities and to improve and modernize the terminal.

Craney Island Facilities

Number	*Description*	*Year Built*
CI 84	Administration Building	1898
CI 463	Berm Lift Station (Near Main St. & Ocean Rd.)	1979
CI 461	Colonial Pipeline Sampling Building	1981
	Compressed Gas Storage, East	
	Compressed Gas Storage, West	
CI 21	Containment Berms for Tanks 1-19	1944
CI 24	Fire Protection Pumping Station	2000
CI 72	Fire Protection Pumping Station	1943
	Flagpole at Building 288	1997
CI 173	Flagpole (Fleet Parking Area)	1934
CI 308	Flagpole (Main Gate)	1952
CI 33	Foam Pump House	1939
CI 458	Gas Station	1980
CI 66	Gasoline Pump House	1943
CI 86B	General Storage (Next to Bldg 84)	
CI 93A	General Storage (Out Of Service)	1943
CI 192	Hose Storage Facility (Former Drum Filling Plant)	1951
CI 348	Landing Craft Ramp	1970
CI 288	Maintenance & Operations Building	1997
CI 460	Oil Separator Building for 801	1979
CI 462	Oil Separator Building for 004	1979
CI 002	Oil / Water Separator (Above Ground)	2001
CI 003	Oil / Water Separator	1949
CI 004	Oil / Water Separator	
CI 005	Oil / Water Separator	
CI 006	Oil / Water Separator	
CI 007	Oil / Water Separator	1951
CI 008	Oil / Water Separator	1951
CI 801	Oil / Water Separator	
	Oil / Water Separator (Solar Pad)	
CI 453	Laboratory (Former Oily Wastewater Treatment Complex)	1978
CI 34	Paint Shop	1981
CI A	Pier A, 500 ft	1944
CI B	Pier B, Small Craft, 255 ft (Out Of Service)	1941
CI C	Pier C, 900 ft	1944
CI D	Pier D, 1200 ft	1942
CI E	Pier E, 240 ft	1941
CI 457	Pier Shack, South Delta	1981
	Pier Guard Shelter, South Delta	2002
CI 467	Pier Shack, North Delta	1981
	Pier Guard Shelter, North Delta	2002
CI 468	Pier Shack Charlie	1981

Number	*Description*	*Year Built*
	Pier Guard Shelter, Charlie	2002
CI 140	Police Station	1943
CI 285	Pump House Locker Room (Empty)	1953
CI 130	Pump Station	1944
CI 58	Pump Station	1943
CI 87	Pump Station	1943
CI 90	Pump Station (Out Of Service)	
CI 95	Pump Station	1944
CI 465	Pump House for Tank #20	1981
CI 456	Quonset Hut	1971
CI 169	Railroad Trestle	1951
CI 455	Sewage Lift Station #4 (Near Main Gate)	1979
CI 470	Sewage Lift Station #1 (Near Bldg 87)	1979
CI 471	Sewage Lift Station #2 (Near Bldg 82)	1979
CI 464	Sewerage Lift Station #3 (Near Smoking Gazebo)	1979
	Sewage Lift Station #5 for Building 288	1997
CI 148	Storage (Out Of Service)	1943
CI 135	Substation / KV 2500	1943
CI 466	Tank 4 Building	1981
CI 459	Tank Pump House	1982
CI 70	Transformer Vault / KV 100	1943
CI 279	Transformer Vault / KV 1000	1953
CI 280	Transformer Vault / KV 1000	1953
CI 88	Transformer Vault / KV 1250	1943
CI 129	Transformer Vault / KV 150 (Out Of Service)	1943
CI 65	Transformer Vault / KV 200	1943
CI 89	Transformer Vault / KV 200 (Out Of Service)	1943
CI 229	Transformer Vault / KV 300	1951
CI 142	Transformer Vault / KV 75	1943
CI 143	Transformer Vault / KV 75 (Out Of Service)	1943
CI 336	Transformer Vault / KV 900	1961
CI 251	Truck Fillstand	1985
	Truck Off Loading Facility	2000
CI 82	Vehicle Maintenance Shop	1943
VHP 1	Valve Pit (near CI 90)	
VHP 2	Valve Pit (ACOE Landfill)	
VHP 3	Valve Pit (ACOE Landfill)	
VHP 4	Valve Pit (ACOE Landfill)	
VHP 13	Valve Pit (NE of CI 90)	
VHP 228	Valve Pit (Midway & Oyster Shell Roads)	
VHP 247	Valve Pit (near CI 90)	
VHP 279	Valve Pit (near CI 90)	
VHP 296	Valve Pit (near CI 90)	
	Valve Pit (East end of CI 87)	
CI 196	Warehouse (Former Empty Drum Storage Building)	1951
CI 197	Warehouse (Former Empty Drum Storage Building)	1951
CI 198	Warehouse (Former Empty Drum Storage Building)	1951
CI 452	Water/Oil Separator	1978

Note: The Contractor shall maintain “Out Of Service” facilities in a “Caretaker” status.

Sewell's Point Facilities

Number	*Description*	*Year Built*
W69	Pump House	1931
W258	Truck Fillstand	1986
W62	Yard Office/Maintenance Shop	1949
VHP 5	Valve Pit, Pier 1 & South Wall	
VHP 7	Valve Pit, Chambers Field Pipeline Junction	
VHP 10	Valve Pit, Pier 11 (Out Of Service)	
VHP 12N	Valve Pit, Pier 12 North side (Out Of Service)	
VHP 12S	Valve Pit, Pier 12 South side (Out Of Service)	
VHP 14N	Valve Pit, Pier 14 North side (Out Of Service)	
VHP 14S	Valve Pit, Pier 14 South side (Out Of Service)	
VHP 20	Valve Pit, Pier 1	
VHP 21	Valve Pit, Pier 2	
VHP 22	Valve Pit, North of Pier 2	
VHP 23	Valve Pit, Pier 3	
VHP 540	Valve Pit, Police Station (Out Of Service)	

Note: The Contractor shall maintain "Out Of Service" facilities in a "Caretaker" status.

Yorktown Facilities

Number	Description	Year Built
YK 103	Fire Equipment Storage	1943
YK 104	Fire Equipment Storage	1943
YK 200	Fuel Pier, 2,125 ft	1954
YK 226	Fuel Pier Shack	
	Fuel Pier Guard Shelter	2002
YK 139	Fuel Yard Office	1949
YK 225	Locker House / Laboratory	1954
YK 216	Pump House	1954
YK 221	Storage & Computer Hardware (Former Pump House)	1954
YK 222	Storage (Former Pump House)	1954
YK 101	Storage Building	1930
YK 114	Storage Building	1943
YK 218	Transformer Vault / KV 1000	1954
YK 219	Transformer Vault / KV 1000	1954
YK 220	Transformer Vault / KV 1000	1954
YK 137	Transformer Vault / KV 112	1942
YK 228	Truck Fillstand (North loading area) **(OUT OF SERVICE)**	1954
YK 227	Valve Pit (Coast Guard Base)	1954
YK 229	Valve Pit	1954
YK 230	Valve Pit (Bldg 221)	1954
YK 231	Valve Pit (Bldg 222)	1954
YK 232	Valve Pit (Bldg 222)	1954
YK 233	Valve Pit (Group A)	1954
	Valve Pit, Cargo Pipeline Low Point Drain (Near YK 233)	
YK 234	Valve Pit (Group A)	1954
YK 235	Valve Pit (Group A)	1954
YK 236	Valve Pit (Group A)	1954
YK 237	Valve Pit (Group A)	1954

Number	Description	Year Built
YK 238	Valve Pit (Tank 205, Area A)	1954
YK 239	Valve Pit (Group A)	1954
YK 240	Valve Pit (Group A)	1954
YK 241	Valve Pit (Group A)	1954
YK 242	Valve Pit (Group B)	1954
YK 243	Valve Pit (Group B)	1954
	Valve Pit, Cargo Pipeline Low Point Drain (Near YK 243)	
YK 244	Valve Pit (Group B)	1954
YK 245	Valve Pit (Group B)	1954
YK 246	Valve Pit (Group B)	1954
YK 247	Valve Pit (Group B)	1954
YK 248	Valve Pit (Group B)	1954
YK 249	Valve Pit (Group C)	1954
YK 250	Valve Pit (Group C)	1954
YK 251	Valve Pit (Group C)	1954
YK 252	Valve Pit (Group C)	1954
YK 253	Valve Pit (Group C)	1954
YK 254	Valve Pit (Bldg 222)	1954
YK 256	Truck Fillstand (South loading area)	1945
	Truck Fillstand Building (South loading area)	

Note: The Contractor shall maintain "Out Of Service" facilities in a "Caretaker" status.

Tank Characteristics: Craney Island

Tank [1]	*Description [2]*	*Shell Capacity [3]*	*Safe Fill/Unusable/Bottoms*	*Product*	*Year Built*	*Tank Depth [4]*
1	S-R-C	54,310	46,500 / 7,810 / 4,571	F76	1921	30
2	S-R-C	54,302	45,267 / 9,035 / 4,571	F76	1921	30
3	S-R-C	54,322	42,873 / 11,448 / 4,592	F76	1921	30
4	S-R-C	52,681	47,435 / 5,245 / 4,299	F76	1921	30
5	S-R-C	51,852	47,561 / 4,291 / 4,358	F76	1921	30
6	S-R-C	52,069	47,469 / 4,600 / 4,276	F76	1921	30
7 O/S	S-R-C	51,805	47,511 / 4,294 / 4,303	F76	1921	30
8 O/S	S-R-C	52,262	47,508 / 4,754 / 4,306	F76	1921	30
9	S-R-C	49,030	43,824 / 5,206 / 4,328	F76	1921	30
10	S-R-C	52,719	30,960 / 21,759 / 4,315	F76	1921	30
11	S-R-C	52,063	43,791 / 8,272 / 4,284	F76	1921	30
12	S-R-C	52,213	47,464 / 4,749 / 4,284	F76	1921	30
13	S-R-C	51,923	47,482 / 4,441 / 4,316	F76	1921	30
14	S-R-C	51,759	48,392 / 3,368 / 4,299	F76	1921	30
15 O/S	S-R-C	50,353	47,443 / 4,442 / 4,271	F76	1921	30
16 O/S	S-R-C	52,081	47,484 / 4,597 / 4,289	F76	1921	30
17	S-R-C	53,691	45,930 / 7,761 / 3,367	FOR	1921	30
18 O/S	S-R-C	51,769	45,790 / 5,826 / 3,366	FOR	1921	30
19	S-R-C	53,830	46,694 / 7,136 / 3,367	FOR	1921	30
23	S-W-FX-GL	400,000 GAL		Raw Water	2000	30
40	S-W-FX*	5,380	4,604 / 377 / 161	JP5	1943	30
42	S-W-FX*	5,385	4,595 / 378 / 161	JP5	1943	30

Tank [1]	*Description [2]*	*Shell Capacity [3]*	*Safe Fill/Unusable/Bottoms*	*Product*	*Year Built*	*Tank Depth [4]*
43	S-W-FX*	5,384	4,608 / 574 / 161	JP5	1943	30
52	S-W-FX-GL	400,000 GAL		Potable Water	1943	34
60	S-CG-FX	2,583	1,921 / 126 / 504	FOR	1943	24
61	S-CG-FX	2,583	1,939 / 126 / 504	FOR	1943	24
287	S-E	103,000 GAL		Raw Water	1953	125
472	S-W-FX	161,433	148,834 / 12,599 / 13,333	F76	1995	50
473	S-W-FX	161,192	148,330 / 12,861 / 12,563	F76	1995	50
474	S-W-FX	160,786	148,447 / 12,339 / 13,179	JP5	1995	50
475	S-W-FX	160,813	148,474 / 12,339 / 12,426	JP5	1995	50
476	S-W-FX	157,120	147,203 / 9,917 / 22,850	JP5	2000	52
477	S-W-FX	159,090	147,611 / 11,479 / 23,954	JP5	2000	52
478	S-W-FX	159,471	148,561 / 10,910 / 24,424	JP5	2000	52
479	S-W-FX	157,795	147,371 / 10,424 / 22,910	JP5	2000	51

(1) O/S following the tank number indicates the tank is "Out-of-Service."
(2) Tank description: S = Surface, W = Welded, C = Cone Roof, R= Riveted, FX = Fixed Roof, * Contains a Floating Roof/Pan, G = Ground Level Tank, E = Elevated Tank
(3) Except as noted, all capacities in barrels.
(4) Depth is measured in feet.

Tank Characteristics: Sewell's Point

Tank [1]	*Description [2]*	*Shell Capacity [3]*	*Safe Fill/Unusable/Bottoms*	*Product*	*Year Built*	*Tank Depth [4]*
67 O/S	S-R-FX	52,560	47,360 / 5,200 / 2,987	F76	1922	30
68 O/S	S-R-FX	50,332	44,829 / 5,503 / 2,755	F76	1922	32
109	S-R-FX	55,815	53,344 / 2,471 / 3,216	F76	1931	32
110 O/S	S-R-FX	55,987	53,506 / 2,481 / 3,216	F76	1931	32
144 O/S	S-W-FX	17,600	16,343 / 1,257 / 838	JP5	1970	30
145 O/S	S-W-FX	17,508	16,338 / 1,170 / 797	JP5	1970	30
244	S-W-FX	288	253 / 35 / 14	LO6	1951	8
245	S-W-FX	587	583 / 4 / 20	LTL	1951	8
246	S-W-FX	831	810 / 21 / 14	LO6	1952	10
247	S-W-FX	834	810 / 24 / 25	LTL	1952	10
357	S-W-FX	120	103 / 17 / 6	LO6	1935	8
358	S-W-FX	119	104 / 15 / 6	LO6	1935	8
361 O/S	S-W-FX	2,360	2,072 / 288 / 79	LO6	1931	16

(1) O/S following the tank number indicates the tank is "Out-of-Service."
(2) Tank description: S = Surface, W = Welded, R= Riveted, FX = Fixed Roof
(3) All capacities are in barrels
(4) Depth is measured in feet.

Tank Characteristics: Yorktown

Tank	*Description [1]*	*Shell Capacity [2]*	*Safe Fill/Unusable/Bottoms*	*Product*	*Year Built*	*Tank Depth [3]*

Tank	*Description* [1]	*Shell Capacity* [2]	*Safe Fill/Unusable/Bottoms*	*Product*	*Year Built*	*Tank Depth* [3]
201	CC-W-FX	50,090	46,802 / 3,288 / 3,722	JP8	1954	24
202	CC-W-FX	50,122	46,833 / 3,289 / 3,703	JP8	1954	24
203	CC-W-FX	50,100	46,812 / 3,288 / 3,787	JP8	1954	24
204	CC-W-FX	50,122	46,833 / 3,289 / 3,746	JP8	1954	24
205	CC-W-FX	50,118	46,829 / 3,289 / 3,810	JP8	1954	24
206	CC-W-FX	50,128	46,839 / 3,289 / 3,617	JP8	1954	24
207	CC-W-FX	50,109	46,820 / 3,289 / 3,702	JP8	1954	24
208	CC-W-FX	50,105	46,816 / 3,289 / 3,723	JP8	1954	24
209	CC-W-FX	50,135	46,845 / 3,290 / 3,726	JP8	1954	24
210	CC-W-FX	50,148	46,857 / 3,291 / 3,769	JP8	1954	24
211	CC-W-FX	50,124	46,835 / 3,289 / 3,767	JP8	1954	24
212	CC-W-FX	50,141	46,851 / 3,290 / 3,574	JP8	1954	24
213	CC-W-FX	50,158	46,867 / 3,291 / 3,554	JP8	1954	24
214	CC-W-FX	50,119	46,831 / 3,288 / 3,724	JP8	1954	24

(1) Tank description: S = Surface, W = Welded, R= Fixed Roof, CC = Cut-and-Cover
(2) All capacities are in barrels
(3) Depth is measured in feet.

Unauthorized Use Of Facilities: The Contractor shall not permit or authorize terminal personnel to store or repair any personal property including boats, vehicles, trailers, motorcycles, etc., within the terminal property. In addition, the Contractor shall not utilize terminal property and terminal facilities for storage or repair of Contractor-owned vehicles and equipment not specifically required by the contract provisions. Parking of personal vehicles used for transportation to and from work will be permitted in designated vehicle parking areas during working hours.

Appendix B: Government-Furnished Equipment

Government Property: The Contractor shall submit all data required, maintain all records, and care for, maintain and account for all Government-furnished property in accordance with *Clause I114, Government Property*. The Contractor shall be responsible for the equipment and be required to maintain a signed receipt document furnished by the accountable officer. Equipment and supply additions to the document may originate from a number of sources including items obtained by the Contractor (Contractor-Acquired) items provided through Government supply sources and items provided by the Government through Government-sponsored repair and maintenance services which are not Contractor-acquired (Government-furnished). When an item of Government property is no longer required, the Government, at its discretion may not replace the item.

Government-Furnished Equipment: A complete list of the Government-Furnished Equipment was made available to the contractor during the solicitation period via an electronic database. The database lists office furniture and miscellaneous equipment and is not intended to be all-inclusive. Transportation vehicles and vessels are also listed in this appendix. The Government reserves the right to replace defective and worn-out equipment and to improve and modernize the terminal. If the Contractor damages or breaks GFE, excluding normal wear and tear, the Contractor will be responsible for replacing the item with a comparable item approved by the Government.

Other Government-Furnished Equipment: The Government will also provide the following:

- ✓ Plans: A set of complete plans and electrical diagrams that show the location of all items of equipment and include actual distances from permanent structures to all tanks, pipelines, pumps, valves, bonds and other underground fixtures. The plans and electrical diagrams are to be retained at the operating location and stored and maintained in an orderly fashion.
- ✓ Fire Suppression Equipment: All fire suppression equipment (*i.e.*, fire extinguishers, portable and installed fire suppression equipment) will be provided, overhauled, and when necessary, replaced by the Government. The Contracting Officer will determine the quantity and type of fire suppression equipment at the terminal.
- ✓ Locks and Keys: Locks and keys as required to secure valves, valve pits, gates and buildings. The Contractor shall, as a minimum, maintain a detailed listing at the terminal, of each lock and lock set indicating location and use. The Contractor shall also include the names of employees assigned and in possession of keys and key sets and the method of securing standby and spare keys, locks and lock sets in a lockable storage container.
- ✓ Electricity, Water and Sewerage, and Refuse Collection
- ✓ Telephones: One telephone line with Defense Switched Network (DSN) capability and one instrument for each terminal. The telephone shall be used for official Government business only: DFAMS/FES, facsimile, and voice.
- ✓ Radio base stations: A radio base station with antenna and wiring for each of the three terminals. The radio base stations shall be used for communicating between terminal personnel and Chambers Field at Naval Station Norfolk.
- ✓ Marine radio: A marine radio at Craney Island and Yorktown. The marine radio shall be used for communicating with vessels in the vicinity of Craney Island and Yorktown.
- ✓ Materiel Safety Data Sheets (for Government-Owned Products only).
- ✓ Facsimile Machine Service.
- ✓ Government unique forms.
- ✓ Fuel Additives.
- ✓ Portable Scully System

Government-Furnished Equipment/Property Inventory: The Contractor shall maintain a complete and accurate electronic inventory database. The Contractor shall submit a report of Government-furnished equipment/property under Contractor custody. The report shall be due to the Contracting Officer no later than seven months from the start of the contract and annually thereafter in accordance with FAR part 45, sub-part 45-5.

The Contractor's report shall, as a minimum, provide a complete inventory of all Government-furnished property under its custody. The Contractor shall identify any and all Government-furnished property received since the preparation of the last inventory and furnish copies of source documents (*i.e.* Contractor's invoice and vendors invoice) for each item of Government-furnished property.

Barge and spill response equipment lists are included in this Appendix for quick reference. These same items are also included in the complete database, which was made available to the Contractor during the solicitation period.

Barge Equipment

Barge [1]	Length	Beam	Draft	Product	Capacity (MBBL)
YON 308	184’	34’	11’	F76	9.5
YON 311	184’	34’	11’	F76	9.5
YON 312	184’	34’	11’	JP5	9.5
YON 313	184’	34’	11’	F76	9.5
YON 98	184’	34’	11’	FOR	8.3
YON 111	150’	34’	11’	JP5	8.3
YON 318	226’	42’	17’	F76	14.3

(1) All barges are welded, steel hull constructed

Spill Response Equipment

Nomenclature	Hull/Serial No.	Manufacturer	Motor Type [1]/Length	Year
Boat, Boom Platform, w/ reels, rollers, radio, propeller guard, & trailer.	SAMA 0703B696	SeaArk Marine	2 John-Gas OB, 115 hp	1996
Boat, Jon, 14’, w/ trailer				
Boat, Utility, 19’ w/ trailer	BWC8248E1394	Boston Whaler	Evin-Gas OB 100 hp	1994
Boat, Utility, 19’ w/ trailer	BWC8572EA595	Boston Whaler	Evin-Gas OB 100 hp	1995
Boat, Utility, 19’ w/ trailer	BWC8574EA595	Boston Whaler	Evin-Gas OB 100 hp	1995
Boat, Utility, 21’ w/ trailer	SAMA 0946F898	SeaArk Marine	Evin-Gas OB 150 hp	1998
Boat, Utility, 21’ w/ trailer	SAMA 0947G898	SeaArk Marine	Evin-Gas OB 150 hp	1998
Boat, Skimmer, 28’ w/ trailer	89-6013	Kvichak RRS	Gas-Inboard 140 hp	1995
Boat, Skimmer, 28’ w/ trailer	89-6049	Willard	Diesel-Inboard	1997
Boom, Class II			6500 Feet	
Generator, Portable, (1 ea)				
Hook, Boat, (6 ea)			12 Feet	
Motor, Boat, Inboard	OF638276	Mercury	Gas, 3.0 Liter	1995
Motor, Boat, Inboard	872854	Volvo Penta	Diesel, AD31, L-A	1997
Motor, Boat, Outboard	G04334000	Evinrude	Gas, 150 hp	1997
Motor, Boat, Outboard	G03840042	Evinrude	Gas, 100 hp	1995
Motor, Boat, Outboard	38400048	Evinrude	Gas, 100 hp	1994
Motor, Boat, Outboard	G04512967	Evinrude	Gas, 150 hp	1998
Motor, Boat, Outboard	G03544011	Johnson	Gas, 100 hp	1995
Motor, Boat, Outboard	G04513704	Evinrude	Gas, 150 hp	1998
Motor, Boat, Outboard	E6003367	Johnson	Gas, 6 hp	1984
Motor, Boat, Outboard	G04129925	Johnson	Gas, 115 hp	1996

Nomenclature	Hull/Serial No.	Manufacturer	Motor Type [1]/Length	Year
Motor, Boat, Outboard	G04145754	Johnson	Gas, 115 hp	1996
Pump, 4”	971025977	Godwin	Diesel, 22 hp, CD100	1998
Pump, 4”	0332771-40	Godwin	Diesel, 22 hp, CD100	2003
Skimmer, Mini-max, (3 ea)				
Truck, Vacuum	54-08425	Freightliner, FL80		1993
Truck, Vacuum	54-08793	Isometrics, 1800 gal		1998
Truck, Vacuum	84-0049	Isometrics,		1993
Truck, Vacuum	84-0054	Isometrics, 2000 gal		1995

(1) Motors listed with boats are also listed separately.

Miscellaneous Government Furnished Equipment And Material

The inventory of Government Furnished Equipment made available during the solicitation period via an electronic database lists real property, personal property, transportation equipment, computer equipment, and consumables by terminal. The lists are not intended to be all-inclusive.

The personal property inventory categories are color-coded to indicate how each item will be furnished. The following defines the color-coded categories:

1. No highlighted text: A Government furnished item that **will not** be replaced or repaired by the Government if the item is used-up, worn-out, or damaged. Continued use of these items will be at the Contractor’s expense. Items no longer needed will be transferred to the Defense Reutilization Marketing Office (DRMO) system.

2. Green highlighted text: A Government furnished item that **will** be replaced or repaired by the Government, at the Government’s discretion, if the item is used-up, worn-out, or damaged.

3. Tan highlighted text: A Government furnished item that is no longer needed and **will not** be replaced or repaired by the Government. These items will be transferred to another activity or turned in to the Defense Reutilization Marketing Office (DRMO) system.

Appendix C: Abbreviations and Acronyms

Abbreviation/Acronym	*Term*
ACO	Administrative Contracting Officer
ACOE	Army Corps of Engineers
ACP	Area Contingency Plan
AFB	Air Force Base
AFHE	Automated Fuel Handling Equipment
AFHS	Automated Fuel Handling System
API	American Petroleum Institute
AQL	Acceptable Quality Level
ASA	Anti-static Additive
AST	Aboveground Storage Tank
ASTM	American Society for Testing Materials
ATG	Automated Tank Gauging
BBLS	Barrels
BPH	Barrels per Hour
BPWRS	Bulk Petroleum War Reserve Stock
BRAC	Base Realignment and Closure
CDR	Contract Discrepancy Report
CFE	Contractor-furnished Equipment
CFR	Code of Federal Regulations
CI	Corrosion Inhibitor
CLIN	Contract Line Item Number
CNRMA	Commander, Navy Region, Mid-Atlantic
COMLANTFLT	Commander, Atlantic Fleet
CONUS	Continental United States
COR	Contracting Officer's Representative
DFAMS	Defense Fuel Automated Management System
DESC	Defense Energy Support Center (formerly the Defense Fuel Supply Center (DFSC))
DFM	Diesel Fuel Marine
DFSP	Defense Fuel Support Point
DIC	Document Identifier Code
DIEGME	Di Ethylene Glycol Monomethyl Ether, a type of FSII
DLA	Defense Logistics Agency
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DOT	Department of Transportation
DSN	Defense Switched Network
EDP	Emergency Distribution Plan
EPA	Environmental Protection Agency
F-76	Naval Distillate Fuel (Ship Propulsion Fuel)

Abbreviation/Acronym	*Term*
FAR	Federal Acquisition Regulation
FAS	Fuels Automated System
FEMA	Federal Emergency Management Agency
FES	FAS Enterprise Server
FIC	Facility Incident Commander
FISC	Fleet and Industrial Supply Center
FOR	Fuel Oil Reclaimed
FPCON	Force Protection Condition (Alpha, Bravo, Charlie or Delta)
FRP	Facility Response Plan
FSC	Facility Spill Coordinator
FSII	Fuel System Icing Inhibitor
FSL	Low Sulfur Fuel Oil
GFE	Government-furnished Equipment
GOCO	Government-Owned Contractor-Operated
HAZWOPER	Hazardous Waste Operations and Emergency Response
IAW	In accordance with
ISSA	Inter-Service Support Agreement
JP-5	Aviation Turbine Fuel (Jet Propulsion Fuel, Navy)
JP-8	Aviation Turbine Fuel (Jet Propulsion Fuel; Air Force, Army, and Marine Corps)
JPO	Joint Petroleum Office
LANTDIV	Navy Facilities Engineering Command, Atlantic Division
LO6	Engine Lubricating Oil (Military Symbol 9250)
LTL	Steam Turbine Lubricating Oil (Military Symbol 2190)
MAWP	Maximum Allowable Working Pressure
MBBLS	One Thousand Barrels
MGAL	One Thousand Gallons
MILCON	Military Construction
MILSCAP	Military Standard Contract Administration Procedures
MILSPETS	Military Standard Petroleum System
MILSTRIP	Military Standard Requisitioning and Shipment Procedure
MIRR	Material Inspection and Receiving Report (DD Form 250 series)
MPMS	Manual of Petroleum Measurement Standards
MPS	Military Pre-positioned Ship
MRE (MR&E)	Maintenance, Repair, and Environmental
MRP	Maintenance & Repair Project
MSC	Military Sealift Command
MSDS	Material Safety Data Sheet
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAB	Naval Amphibious Base
NAS	Naval Air Station

Abbreviation/Acronym	*Term*
NAVACTS	Naval Activities
NAVFAC	Naval Facilities Engineering Command
NAVPET	Naval Petroleum Office
NAVSEA	Naval Sea Systems Command
NAVSTA	Naval Station
NAVSUP	Naval Supply Systems Command
NCTAMS	Naval Computer and Telecommunications Area Master Station
NFPA	National Fire Protection Association
NMCI	Navy Marine Corps Intranet
NOB	Navy Operating Base
NOLSC	Navy Operating Logistics Support Command
NOSC	Navy On-Scene Coordinator
NPDES	National Pollution Discharge Elimination System
NS	Naval Station
NSN	National Stock Number
OICC	Officer-in-Charge-of-Construction
OPA	Oil Pollution Act
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OWS	Oil Water Separator
OW/WO	Oily Waste / Waste Oil
OWTP	Oily Water Treatment Plant
PCO	Procuring Contracting Officer
PH	Pump house
PM	Preventive Maintenance
PMI	Preventive Maintenance Inspection
POC	Point of Contact
POL	Petroleum Oil and Lubricants
PORTS	Paperless Ordering and Receipt Transactions Screen
POS	Peacetime Operating Stock
PQA	Petroleum Quality Assurance
PWC	Public Work Center
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
QI	Qualified Individual
QSR	Quality Surveillance Representative
ROICC	Resident Officer in Charge of Construction
SCBA	Self Contained Breathing Apparatus
SIOATH	Source Identification and Ordering Authorization

Abbreviation/Acronym	*Term*
SOP	Standard Operating Procedure
SOW	Statement of Work
SPCC	Spill Prevention Control and Countermeasure Plan
TOR	Task Order Request
TSN	Transaction Sequence Number
UPS	Uninterrupted Power Source
USCG	United States Coast Guard
USN	United States Navy
USNS	United States Naval Ship
UST	Underground Storage Tank
VCR	Video Cassette Recorder
VIN	Vehicle Identification Number

Appendix D: Definitions

Accounting: The manipulation of inventory, receipt, and issue data to portray an accurate record of daily events regarding the purchase and sale of products, the adjustment of inventories, and the capture of information in the form of manual records and computer files.

Allowable In Transit Variances: An in transit variance is the difference between the quantity shipped and the quantity received. This category does not include transfers between storage tanks at a single DFSP nor pipeline transfers between tank farms under a DFSP complex. Variances that exceed .50 percent will be investigated and reported in accordance with DoD 4140.25.

Allowable Inventory Variances: The amount of fuel that might be lost or gained under normal operating conditions during storage. Some variance in handling and storing fuel is unavoidable. Losses vary to some degree by volume of product, tank configuration, mode of delivery, etc. The term, "Tolerance Factor", represents the amount of fuel that might be lost of gained under normal operating conditions. Losses or gains (or Inventory Variances) which exceed the tolerance factors, currently .25 percent, will be investigated to determine cause and documents and circumstances will be researched until the discrepancy is resolved. Computation of variances is illustrated in DoD 4140.25 Ch. 10.

Automotive Gasoline (MOGAS): A volatile mixture of liquid hydrocarbons, generally containing small amounts of additives, suitable for use as a fuel in spark-ignition internal combustion engines. ASTM D-439 provides additional detailed chemical and physical characteristics of unleaded and leaded gasoline.

Aviation Gasoline (AVGAS): Gasoline based fuels used in piston driven aircraft. Specifications for these fuels are provided in ASTM D-910.

Barrel: One barrel is equal to 42 US gallons.

Caretaker Status: Performing the maintenance required, visually inspecting and exercising valves for instance, to keep an out-of-service facility, piece of equipment, or system operational for possible future use.

Contracting Officer: Includes the Procurement Contracting Officer (PCO) and the Administrative Contracting Officer (ACO).

Continuous: Constant observation and monitoring at what is being done each and every time it is done during system inspections, routine work, and system operations. Constant surveillance of systems that may not necessarily have a PM schedule.

Diesel Fuel: Diesel fuels are used on compression ignition engines in which air enters the engine at atmospheric pressure or is forced in under higher pressure by a pump or blower. Diesel fuels are used to operate compression ignition engines in submarines, gas turbines, destroyer escorts, landing craft, stationary equipment and in other auxiliary units.

F76, Fuel, Naval Distillate, MIL-F-16884, is suitable for use in compression ignition engines in submarines and shipboard operations at all temperatures above 10 degrees Fahrenheit.

DF-1, a winter grade diesel fuel intended for use in high-speed automotive diesel engines and gas turbine engines other than aircraft, in areas in which ambient temperatures as low as -32 degrees Celsius may occur. This grade may be used for medium-speed stationary engine applications.

DF-2 a regular-grade diesel fuel oil intended for use in all automotive high-speed/medium-speed engine applications and gas turbine engines other than aircraft.

Fuel Additives: Chemicals added to petroleum products to inhibit undesirable characteristics.

Fuel System Icing Inhibitor (FSII): This additive prevents airframe fuel system, engine filter, and engine fuel control icing.

Static Dissipating Additive: This additive increases the fuel's conductivity and helps relax static electric charges, which are produced during fuel handling operations. Used primarily in JP4. The Navy utilizes relaxation chambers to control static electric charge build-up. Also referred to as Anti-Static Additive (ASA).

Inventory: The physical measurement of products in terms of volume and temperature, the documentation of those measurements, and the conversion of observed measurements to standards recognized by the Government and petroleum industry.

Jet Fuel: Jet fuels are used in aircraft turbine engines, ramjet engines and other turbine-powered equipment. Specifications for jet fuels are provided in MIL-T-5624.

Grade JP5 (NATO Code F-44) is a high flash point (140 degrees F) kerosene type fuel, which was originally developed for use by carrier based aircraft where a safer fuel other than JP4 was required for storage aboard the carrier. The vapor pressure of JP5 is normally zero and it is now the principal aircraft fuel used by the Navy ashore and afloat. JP5 may be used in ground-based turbine and diesel engines.

Grade JP8 (NATO Code F-34) is a kerosene fuel similar to commercial jet fuel, (COMJET) A-1, except JP8 contains fuel system icing inhibitor as well as other additives. It is also similar to JP5 with respect to most fuel properties except flash point (100 degrees F minimum) and freeze point. Due to its flash point, it cannot be used for shipboard operations.

Grade JP4 (NATO Code F-40) is a low flash point wide boiling range petroleum product including both gasoline and kerosene boiling range components.

COMJET A-1 is a relatively high flash point distillate of the kerosene type used predominately by commercial and civil aircraft. COMJET A-1 is procured under ASTM D-1655.

Lubrication Oils: Refined from petroleum crude or synthetically prepared compounds and used to lubricate, i.e. reduce friction, between moving parts. As a result of the reduced friction, moving parts remain at a cooler temperature and wear less. Generally, chemicals are added to the basic oil during processing to achieve other desired qualities. Many oils in use have a viscosity rating; i.e. a numeric expression of the degree to which the oil resists flow under an applied force.

LA2 Lubricating Oil: MIL-L-22851D; Lubricating Oil, Aircraft Piston Engine (Ashless Dispersant). Canceled 1 Nov 95 and replaced by SAE J1899, Lubricating Oil, Aircraft Piston Engine (Ashless Dispersant). Future acquisitions should refer to QPL-J1899, "Qualified Products List of Products Qualified Under SAE Surface Vehicle Standard, J1899, Lubricating Oil, Aircraft Piston Engine, (Ashless Dispersant)."

The oil is derived from crude oil and/or synthetically prepared compounds or a combination thereof. Oxidation inhibitors, viscosity index improvers, and pour point depressants are added to meet specification requirements. Only ashless type additives are used.

The oil with its ashless dispersant additives is designed for use in four-stroke cycle reciprocating piston aircraft engines and of the following grades:

SAE Grade	Military Grade	Commercial Grade	NATO Code Number
30	none	65	none
40	Type III	80	O-123
50	none	100	none
60	Type II	120	O-128

LA7 Lubricating Oil: Lubricating Oil, Aircraft Piston Engine (Non Dispersant Mineral Oil) Specification SAE J 1966. The oil is derived from crude oil and/or synthetically prepared compounds or a combination thereof. Oxidation inhibitors, viscosity index improvers and pour point depressants are added to meet specification requirements.

LO6 Lubricating Oil: MIL-L-9000; Lubricating Oil, Shipboard Internal Combustion Engine, High Output Diesel. LO6 is commonly referred to as LO6. The oil consists of a stable homogeneous blend of petroleum-base lubricating oil stocks plus additives as necessary to conform to specifications.

The oil is used to lubricate high-output marine diesel engine parts, engine-driven generator bearings and associated equipment. The oil shall, even when contaminated with seawater, not loose its lubricity and cause excessive ring sticking, clogging of oil channels and sludge deposits and shall keep cylinder and ring wear down to a minimum.

LTL Lubricating Oil: MIL-L-17331; Lubricating Oil, Steam Turbine and Gear, Moderate Service. Military Symbol LTL-TEP (Temperature Extreme Pressure), NATO Symbol 0-250. (LTL lubrication oil replaced LOT lubricating oil; LOT lubricating oil is no longer in Government inventory.) LTL is commonly referred to as LTL.

The oil consists of a stable homogeneous blend of virgin petroleum lubricating oil stocks plus additives as necessary to conform to specifications. Additives to improve the viscosity-temperature characteristics of the base stock or additives that contain chlorine or zinc materials are authorized. Furthermore, the lubricating oil shall not corrode to bearing materials used in the specified equipment.

The oil is used to lubricate main steam turbines and gears, auxiliary turbine installations, certain hydraulic equipment, general mechanical lubrication and air compressors.

LOT Lubricating Oil: Oil is no longer in Government inventory; it has been replaced by LTL lubricating oil.

Other Maintenance and Repair: Maintenance and repair beyond that defined as preventive is other maintenance and repair. This includes unplanned repair or replacement of material or components that show abnormal wear or fail. This maintenance will be approved by the COR and is reimbursable under CLIN 0002 (See Section CG-3.0, CLIN 0002).

Preventive Maintenance: Preventive maintenance is a program of recurrent periodic or cyclic scheduled work designed to preserve and maintain equipment, apparatus or facilities in such condition that they may be effectively used for their intended purpose.

Throughput: Receipts plus Shipments divided by two equals terminal throughput.

Product Shipment: The process of transferring product (i.e., product custody transfer, product issues via tank truck, pipeline, US Navy ship, etc).

Appendix E: Regulations

The following is a brief list of the regulations referenced within the PWS and is not an all-inclusive listing. It is incumbent upon the Contractor to ensure full compliance with all federal, state and local regulations.

Regulation	***Title***
29 CFR	Title 29, Labor
33 CFR 154	Oil Pollution Regulations for Marine Transfer Facilities
40 CFR 112	Oil Pollution Prevention
40 CFR 112.8	Spill Prevention, Control, and Countermeasure Plan requirements for onshore facilities
40 CFR 122	Waste Water and NPDES Permits
40 CFR 260-268	EPA Hazardous Waste Handling and Disposal Program
49 CFR 194	DOT Onshore Pipeline Regulations
49 CFR 195	Transportation of Hazardous Liquids by Pipeline
49 CFR 199	Drug and Alcohol Testing
API MPMS	API Manual of Petroleum Measurement Standards (MPMS), Chapter 8, Section 1, Manual Sampling of Petroleum and Petroleum Products and Section 2, Automatic Sampling of Petroleum and Petroleum Products
DoD 4140.25-M	DoD Management of Bulk Petroleum Products, Natural Gas, and Coal
FAR 52.222-2	Payment for Overtime Premiums
FAR 52.244-2	Subcontracts (Cost Reimbursement and Letter Contracts)
FAR part 45, sub-part 45-5	Government Property, Management of Government Property in the Possession of Contractors
FAR Section 31	Contract Cost Principles and Procedures
MIL-STD-161	Military Standard Identification Methods for bulk Petroleum Product Systems
National Fire Codes	NFPA National Fire Codes
9 VAC 20-80-60.D.6	Solid Waste Management, Conditional Exemptions

Appendix F: Maps

See the accompanying pdf format file, 01 CNRMA_DFSP_Solicitation\DFSP Norfolk Geo and Terminal Maps.pdf. The maps depicted are as follows:
solicitation

DFSP General Geographic Area	1 Map
Craney Island	3 Maps
Sewell's Point	3 Maps
Yorktown Geographic Area	1 Map
Yorktown	1 Map
Yorktown Pier	1 Map
Craney Island Grounds Maintenance	4 Maps
Yorktown Grounds Maintenance	1 Map

Appendix G: Required Reports

Line	*Report*	*Daily*	*Weekly*	*Monthly*	*Annual*	*Misc.*
1	Inventory Status (all products)	X				
2	Operations Orders	X				
3	Schedule Summary	X				
4	Stock Report	X				
5	AFHE Status		X			
6	Contingency Report		X			
7	Equipment Out of Commission List		X			
8	Inventory Projections		X			
9	Inventories		X			
9a	Inventory Variance		X			
10	Task Order/Task Order Request (TOR) Listing		X			
11	Barge Cleaning Status			X		
12	Building Discrepancies			X		
13	Cathodic Protection			X		
14	Contract Compliance Inspection			X		
15	Corrective & Breakdown Maintenance Hours			X		
16	Defueling Services			X		
17	End of Month Inventory Package					
17a	Monthly Inventory			X		
17b	Tank Gauge Sheets			X		
17c	Inventory Variance			X		
18	Hose Pressure Testing Status			X		
19	Loading Arms Operation Status			X		
20	Logistics Funds Statement			X		
21	Manning Roster			X		
22	METRICS Input					
22a	Inventory Variance			X		
22b	FES Inventory Ledger Reports			X		
22c	Projected Issues and Receipts			X		
22d	PM Report			X		
22e	Customer Service Surveys			X		
22f	Spill Report			X		
23	OW Separators Cleaning Status			X		
24	Preventive Maintenance (PM)					
24a	Priority 1 Equipment			X		
24b	All Equipment			X		
25	Spill Boom Inspection & Status					
25a	Deployable			X		
25b	Permanent			X		
26	Spill Response Material & Equipment Inventory and Status Report (CONEX Boxes)			X		
27	Spill Response Material & Equipment Inventory and Status Report (Warehouse & Bldg 82)			X		
28	Tank Status			X		
29	Drainage Canal Cleaning				X	X*
30	GFE Inventory				X	
31	Equipment Calibration				X	
32	Pipeline Pressure Testing Status (over water)				X	

Line	*Report*	*Daily*	*Weekly*	*Monthly*	*Annual*	*Misc.*
33	Pipeline Pressure Testing Status (Above & In Ground Lines)				Every 5 years	
34	Customer Surveys					X*
35	F.O.R. Labor Costs					X**
36	Lube Oil Receipt Documents					X*
37	Overtime					X*
38	Pipeline Deliveries					
38a	DD Form 250					X*
38b	Supporting Documentation					X*
39	Spill Reports					X*

(*) As they occur.

(**) Quarterly

Appendix H: Data Elements for Required Reports

Line	*Report*	*Data Elements*
	Daily	
1	Inventory Status (All Products)	Terminal, Product, Inventory Date, Beginning Inventory, Each Issue, Each Receipt, Book Inventory, Physical Inventory, Gain/Loss, & Variance. (Show quantities in gallons)
2	Operations Orders	Terminal; Customer; Operation Location; Order Number; Service Information (Date, Time, Batch/Barge/Truck Number, Operation Type, Mode, Product, Order Quantity, Flange, Hose, PSI); Shift; Task; Employee; Tank Information (Number, Opening and Closing Gauge Readings, Quantities, Temperatures, & APIs for Product and Water); Documents Required; Special Instructions; & Signatures.
3	Schedule Summary	For each event provide: Date & Time, Event Number, Customer, Service Location, Customer Location, Service Type, Mode, Barge Number/Batch Number, Product, Quantity, Unit of Issue, & Status for each terminal
4	Stock Report	Date, Terminal, Product, Tank/Barge/Truck/Manifold Number, High Operating Limit (BBLS), Gauge Reading, Water Height, API, Temperature, Gross Volume, Water Quantity, Gross Fuel Quantity, Factor, Net Fuel Quantity, Ullage Quantity, Tank Bottom Quantity, & Issueable Quantity. (Report all quantities in barrels) Show a total in barrels & gallons for each storage category (tanks, barge, truck, & manifold), and a grand total for all categories. Provide a percentage on hand (Net Fuel /High Operating Limit)
	Weekly	
5	Contingency Report	Report Date, Terminal, Product, Unit of Measure, Capacity by Terminal & Product, Total Capacity by Product for all Terminals, Inventory, Issues Scheduled for Next 5 Days, Facility Damage Limiting Factors, Remarks, as of Report Date
6	Equipment Out of Commission List	Terminal, Storage Location, Nomenclature, Serial/Part/Stock Number, Date Equipment went out of service, Condition, Estimated Correction Date, Miscellaneous Information
7	Inventory Projections	Report Date, Terminal, Safe fill Amount, Safe fill less Emergency Offload Capacity, Inventory Objective, Lower Control Level, Average Monthly Issues, Average Monthly Offload, Unobtainable, Event Date, Activity/Customer/Event, Receipt Amount, Issue Amount, Cargo/Batch Number, Inventory Balance, Available Ullage, & Issuable Fuel. (Show quantities in MBBLs)
8	Inventories	
	a. Inventory Variance	Report Date; Terminal; Product; Inventory Date; Beginning Inventory; Daily Total for: Issues, Receipts, Offloads, Shipments, Gain/Loss, Book Inventory, & Physical Inventory; Column Totals; Average Physical Inventory; Daily Variance; Month to Date (MTD) Variance; & MTD Variance Percentage. (Show quantities in gallons)
9	Task Order/Task Order Request (TOR) Listing	Report Date, Task Order and Task Order Request Numbers, Requirement Description, Equipment or System involved, Status/Comments, Estimated Completion Date
	Monthly	
10	AFHE Status	Report Date, Equipment Name, Discrepancy Description, Date Discovered, Date AFHE Maintenance Contractor Notified, Required Corrective Action, Estimated Repair Date, Date Repaired, Date Returned to Service by Terminal Control Center, Tank Calibration Dates
11	Barge Cleaning Status	Barge Number, Fuel Type, Date Last Cleaned, Proposed Next Cleaning Date, Reason for Extra Cleaning
12	Building Discrepancies	Report Month, Terminal, Building/Facility Number, Building Description, Discrepancy, Date Discrepancy Determined, Corrective Action Taken, Estimated Repair Date.
13	Cathodic Protection	Terminal, Reading Date, Equipment Number, Serial Number, Rectifier Serial Number, Unit Location, AC Input Voltage, Phase/Cycles, Rated DC Output Voltage, Voltage Reading, Amperage Reading, Tap Setting, & Notes.
14	Contract Compliance Inspection	(Contractor shall provide a copy of completed contract compliance inspection reports and checklists.)
15	Corrective & Breakdown Maintenance Hours	Report Month, Equipment, Equipment Number, Work Order Number, Government Task Order Number, Description of Work, Completion Date, Crew Size, & Labor Hours

Line	*Report*	*Data Elements*
16	Defueling Services	Report Date, Defuel Date(s), Service Mode (barge or truck and unit number), Name of Ship, Ship Designation, Ship UIC, Start Time of Defuel, End Time of Defuel, Product, Quantity Defueled, Quantity Returned for Credit, Quantity Returned to Bulk Storage, Labor Costs, Was Truck or Government Barge Cleaning Necessary? (Yes or No), Truck/Barge Cleaning Cost, Total Labor and Truck/Barge Cleaning Costs, Commercial Barge/Truck Cost, Tug Cost for moving Government Barge, Total FY Funds Allocated for Labor, Cumulative Amount Spent for Labor, Balance Remaining for Labor Costs, Total FY Funds Allocated for Commercial Barges/Trucks and Tugs, Cumulative Amount Spent for Commercial Barges/Trucks, Cumulative Amount Spent for Tugs, Combined Total Spent for Commercial Barges/Trucks and Tugs, Balance Remaining for Commercial Barge/Truck and Tug Costs
17	End of Month Inventory Package	
	a. Monthly Inventory	Date, Terminal, Product, Beginning Inventory (Total for Tanks, Barges, Trucks, & Manifolds), Total Receipts (Including Returns), Total Shipments (Issues), Ending Inventory (Total for Tanks, Barges, Trucks, & Manifolds), Gain or Loss for Month, Variance Percentage, Explanation of Gain or Loss, (Report all quantities in barrels)
	b. Tank Gauge Sheets	Date, Terminal, Product, Tank Number, Fuel Gauge Reading (in feet & inches), Gross Product Quantity, Water Reading (in feet & inches), Water Quantity, Temperature, Specific Gravity, Net Product Quantity, Time, Remarks, Gauger's Signature.
	c. Inventory Variance	(Provide Inventory Variance Report for Last Day of Month) (See #7 Above)
18	Hose Pressure Testing Status	Report Month, Terminal, Number of Hoses Required for Operations by Size, Total Hoses On-Hand by Size, Number of Hoses In-Service by Size, Date Hoses were Last Tested, Number of Hoses for Disposal
19	Loading Arms Operation Status	Report Month, Terminal, Pier, Loading Arm Number, Indication if Loading Arm is Operational, List of Specific Discrepancies by Component Part if not Operational, Estimated Repair Date
20	Logistics Funds Statement	Report Month; Report Date; Contract Number; Obligated Amount (MOD Number, Description, MOD Date, & Amount), Paid Invoices, Equitable Adjustments (Number, Description, Date, & Amount), Unpaid Invoices (ID, Date, Date to COR, Date COR Signed, Date to DFAS, & Amount), Outstanding Orders (Number, Date, Total Order Amount, Amount Spent, & Balance), Pre-spent Task Orders (Number, Description, Date, & Amount), and Obligated Balance for each CLIN and sub-CLIN
21	Manning Roster (by site) Monthly	Report Date, Name, Position, Position Qualification (Trainee or Fully Qualified), Full or Part Time, Date of Hire
22	METRICS Input	
	a. Inventory Variance	(See # 8AAbove)
	b. FES Inventory Ledger Reports	(Provide Print-out of DESC FES Inventory Ledger Report for each Product)
	c. Projected Issues and Receipts	Report Date, Issue and Receipt Projections for each product base on scheduled operations and historical average issues and receipts for the month
	d. PM Report	(See # 23 Below)
	e. Customer Service Surveys	Number of Customers Surveyed, Number of Surveys Returned, Number of Positive Surveys, Number of Negative Surveys, Summary of each Negative Survey Comments, Copies of all Surveys
	f. Spill Report	(See # 38 Below)
23	OW Separators Cleaning Status	Report Month, Separator Number, Date Last Cleaned, Condition, Proposed Next Cleaning Date, Reason for Extra Cleaning
24	Preventive Maintenance (PM)	
	a. Priority 1 Equipment	Report Date, Number of Priority 1 PM Items Scheduled, Number of Priority 1 PM Items Completed, Number of Priority 1 PM Items Deleted, Percentage of Priority 1 PM Items Completed, Number of Priority 1 PM Items Deferred for Maintenance, Number of Priority 1 PM Items Deferred for Other Reasons, Number of Priority 1 PM Items Lost, NAVSUP Goal Percentage, Previous Months' Numbers, Documents Listing Equipment Added, Deleted, Deferred, and Lost
	b. All Equipment	Report Date, Number of PM Items Scheduled, Number of PM Items Completed, Number of PM Items Deleted, Percentage of PM Items Completed, Number of PM Items Deferred for Maintenance, Number of PM Items Deferred for Other Reasons, Number of PM Items Lost, NAVSUP Goal Percentage, Previous Months' Numbers
25	Spill Boom Inspection & Status	

Line	*Report*	*Data Elements*
	a. Deployable	Report Month, Terminal, Boom Type & Size, Storage Location, Quantity (in feet), Condition, Last Cleaning Date, Next Cleaning Date, Discrepancies & Miscellaneous Information, Estimated Repair Date
	b. Permanent	Report Month, Terminal, Boom Type & Size, Location, Quantity (in feet), Condition, Last Cleaning Date, Next Cleaning Date, Discrepancies & Miscellaneous Information, Estimated Repair Date
26	Spill Response Material & Equipment Inventory & Status (CONEX Boxes)	Report Month, Terminal, Location, Inventory Posted (Yes or No), Box Fully Stocked (Yes or No), Discrepancies (Indicate Items Missing, Damage to Box, etc.), Estimated Repair Date
27	Spill Response Material & Equipment Inventory & Status (Warehouses & Building 82)	Report Month, Terminal, Storage Location, Inventory Meets Minimum Quantities Required by Red Plan (Yes or No), Boat Systems Fully Operational (Yes or No), Discrepancies (Indicate Items Broken, Missing, and/or Damaged), Estimated Repair Date
28	Tank Status	Report Date; Terminal; Tank Number; Capacity; Condition; Date Last Inspected Externally & Internally; Discrepancies; Maintenance & Repair Work Planned & Scheduled; Date Last Cleaned; Next Cleaning Date; Miscellaneous Information
	Yearly	
29	Drainage Canal Cleaning	Canal Location, Date Last Cleaned, Condition, Next Cleaning Date
30	GFE Inventory	Terminal, Facility Number, Storage Location, Nomenclature, Serial/Part/Stock Number, Quantity, Condition, Inventory Date, Miscellaneous Information
31	Equipment Calibration	Report Date, Terminal, Equipment Name & Number, Location, Last Calibration Date, Who Calibrated Equipment, Required Calibration Periodicity, Next Calibration Date. [Provide calibration status of all equipment (meters, gauging equipment, laboratory equipment, etc.)]
32	Pipeline Pressure Testing Status (over water)	Report Date, Terminal, Pipeline Identification, Last Test Date, Next Test Date, Comments/Discrepancies
33	Pipeline Pressure Testing Status (over land / in ground)	Report Date, Terminal, Pipeline Identification, Last Test Date, Next Test Date, Comments/Discrepancies
	Miscellaneous	
34	Customer Surveys	Date & Time of Service; Type of Service; Product Provided; Vessel/Activity Name; Name, Position, Organization, & Phone Number of Individual Completing Survey; Problems Encountered; Satisfaction Rating of Service; Customer Comments (if any)
34	F.O.R. Labor Costs	Report Date, Operation Description, Date, Number of Workers, Labor Rate, and Total Operations Labor Costs; Preventive Maintenance Description, Date, Number of Workers, Labor Rate, Total Maintenance Labor Costs; Total Quarterly Costs for each and combined.
36	Lube Oil Receipt Documents	
a.	Operations Orders	(See # 2 Above)
b.	Oil Company Shipping Order & Product Specification Sheet	(From Oil Company)
c.	Carrier's Transportation Sheet	(From Carrier)
d.	DD Form 250	(See Form)
e.	Lube Oil Truck Time Statement	Date, Carrier, Product, DD 250 Amount, Time Carrier Arrived, Time Sample Completed Testing, Time Product Released, Start Time of Discharge to Shore Tank, Finish Time of Discharge to Shore Tank, Time Carrier Departed, Comments, Signatures of Facility Representative and Truck Driver
f.	Rack Log Form	Terminal, Oil Company, Date, Rack Operations Number, Product, Transport Company, Arrival Time, Departure Time, Receipt Tank Number, Start Time, Start Meter Reading, Stop Time, Finish Meter Reading, & Quantity Received

Line	*Report*	*Data Elements*
g.	Lube Oil Receipt Weight Conversion Form	Receipt Date, Product, Contract Number, Shipment Number, Weight Information for Conversion from DD FORM 250 (Net Weight, API, Conversion Factor, Gross Amount Shipped, Net Amount Shipped), Weight Information for Comparison (Arrival Truck Weight, Departure Truck Weight, Weight Difference, API from Truck, Conversion Factor, Amount Received), Truck Gauge Reading Information (Gauge Reading Before Discharge, Gauge Reading After Discharge, Difference), Operator/Truck Information (Receiving Operator, Truck Company and Truck Number, Truck Arrival and Departure Times, Receipt Tank Number, Operator's Signature
37	Overtime	Date(s) and Time(s), Worker Names, Overtime Reason, Operation Involved, Vessel Involved
38	Pipeline Deliveries	
a.	DD Form 250	(See Form)
b.	Supporting Documentation	Operations Orders (See Above), Colonial Pipeline Company Documents, Pipeline Alignment Form (Terminal, Customer, Location, Date, Time, Event Type, Mode, Product, Order Quantity, Batch/Barge/Truck Number, & List of Valves and Valve Positions (open or closed)).
39	Spill Reports	Report Time & Date; Spill Location; Spill Quantity; Pollutant Type; Description of Spill/Slick; Clean-up Actions; Source & Cause of Spill; Date & Time of Spill; Known Injuries & Property Damage; Weather Conditions; National Response Center Number; Actions Taken to Prevent Future Spills; Name, Position, Organization, & Phone Number of Individual Making the Report

Appendix I: Performance Requirements Summary (PRS)

PWS Section	*Task*	*Performance Requirement*	*AQL %*	*Method of Sampling*
1.4	Contract Performance	Perform contract compliance reviews in accordance with Government approved Contract Compliance Plan.	95	Inspection
		Correct or provide plan of actions and milestones for contract compliance discrepancies within 5 business days.	95	Inspection
		Provide contract compliance reports/checklists to COR staff.	95	Inspection
1.6	Contractor Furnished Equipment and Services	Equipment and services are readily available to meet mission requirements and maintain a clean and safe operation and environment.	90	Inspection
1.8	Personnel Staffing	Terminal functions and tasks are manned in accordance with Government approved staffing plan.	95	Inspection
1.9	Terminal Operating Hours	Terminals are operated in accordance with Table 2, Operating Hours.	100	Inspection
1.13	Additional Personnel Requirements	Additional personnel requirement positions are filled with qualified individuals.	100	Inspection
1.14	Other Personnel Requirements	Qualified personnel have required licenses, skills, training, or certificates to perform the tasks as outline in Section 2.0, Specific Tasks.	98	Inspection
1.16	Correspondence and Visits	Correspondence prepared to meet all deadlines.	95	Inspection
1.18	Information and Records Management	All reports submitted on time and in accordance with Appendix G, Required Reports.	95	Inspection
2.1	Terminal Product Operations	All operating personnel can recognize and handle potential hazards to avoid dangerous exposure and to develop safe working habits, practices and skills.	100	Observation/ Inspection
		All personnel have access to operational plans.	95	Inspection
		100% documentation and compliance with Government approved operation plans.	100	Inspection
		100% documentation verifying all operations are conducted in accordance with Government approved staffing charts.	100	Inspection
		Terminal Control Center (TCC) personnel are not assigned or permitted to perform janitorial services, grass, brush, and weed control or any other terminal function that is not associated with the operation of the TCC, AFHE System, serving as the focal point for the terminal emergency response capability, and terminal security checks.	100	Inspection

PWS Section	*Task*	*Performance Requirement*	*AQL %*	*Method of Sampling*
2.1		Provide a dedicated operations scheduler from 0700-1600, Monday-Friday, excluding holidays.	98	Inspection
		Immediately notify the COR of any operational receipt and shipment discrepancies.	99	Inspection
		Each vessel is unloaded safely at a maximum rate commensurate with terminal capability and loaded safely at the maximum rate commensurate within the facilities/vessel capability.	95	Inspection
		Fuel pier transfer operations do not occur until the ship is properly boomed.	100	Inspection
		Commercial carrier deliveries are coordinated 24 hours in advance to avoid emergency transportation charges.	98	Inspection
		All documents required for product receipt are prepared in accordance with contract Clause I119.04.	98	Inspection
		All documents required for product shipments are accurately prepared and on time.	98	Inspection
		Product is not blended, downgraded or surveyed without COR authorization.	100	Inspection
		Off-specification or untested product is not transferred without COR authorization.	100	Inspection
		If product contamination is detected while conducting an operation, that operation is suspended until on-specification product can be transferred or approval from the COR is obtained to continue.	100	Inspection
		All documents required for internal transfers are accurately prepared and on time.	98	Inspection
		Each tank truck is loaded/unloaded safely at a maximum rate commensurate with the terminal's capability.	95	Inspection
		Anti-Static Additive (ASA) is injected, as required, to the levels specified in the product specifications, unless otherwise directed by the COR.	100	Inspection
		All labor costs for operation and preventive maintenance of the FOR system are tracked and recorded.	95	Inspection
		Records of all OW/WO operations, to include amounts received and transferred, are maintained.	95	Inspection
		All FOR and OW/WO operations are accounted for and all required documentation accurately prepared.	95	Inspection
		No fuel spills due to Contractor fault, negligence, or misconduct.	100	Inspection
		No Contractor caused demurrage charges during tanker, barge, or tank truck receipt operations.	100	Inspection
		No fuel contamination due to Contractor fault, negligence, or misconduct.	100	Inspection
		No quantity variations outside the tolerance defined in Appendix D.	98	Inspection
		Variations out of the tolerance factor are thoroughly investigated and documented.	100	Inspection
		All petroleum products are shipped on-specification, unless authorized by the Contracting Officer or COR.	100	Inspection

PWS Section	*Task*	*Performance Requirement*	*AQL %*	*Method of Sampling*
2.1		No operational delays in excess of one hour; time commences once the tanker/barge/truck/vessel is ready to receive or released by QA.	100	Inspection
		Monthly physical and book storage inventories do not vary more than 0.25%, as defined by Appendix D.	100	Inspection
		Storage practices do not result in contamination or degradation of products.	100	Inspection
		Product maintained on-specification at all times.	95	Inspection
2.2	Terminal Product Quality Surveillance	100% sampling prior to, during, and after all fuel receipts, transfers, and issues.	100	Inspection
		100% visual testing.	100	Inspection
		Qualified personnel are on duty as outlined in Table 2, Operating Hours.	100	Inspection
		Sampling and testing does not cause delays resulting in demurrage charges.	95	Inspection
		Receipt samples are properly marked as to product, source, and date and stored as retention samples.	95	Inspection
		Quality of all petroleum products issued meet specification requirements.	100	Inspection
		Quality of all petroleum products is verified as suitable for their intended use.	100	Inspection
		Records and petroleum samples are maintained to resolve quality concerns.	98	Inspection
		Cleanliness and order is maintained in laboratory facilities.	95	Inspection
		No vessel discharges begin prior to initial sampling and testing to verify product quality conformance.	100	Inspection
		Product is not received or blended without COR QA concurrence.	100	Inspection
2.3	Inventory, Accounting, and Administration	100% inventory, control and accountability.	100	Inspection
		100% investigation and documentation of out of tolerance inventory variations.	100	Inspection
		All reports are submitted accurately and on time.	95	Inspection
2.4	Property Management and Maintenance	Fuel terminal operations are not delayed/limited as a result of facilities or equipment downtime.	95	Inspection
		All equipment and facilities shall be maintained in accordance with the manufacturer's recommendations and accepted Preventive Maintenance Plans.	98	Inspection
		Assigned system operators are qualified and knowledgeable of inspection and maintenance requirements. Training records are current.	95	Inspection
		Facilities, structures, equipment, and grounds are maintained so as to present a clean and orderly appearance and a safe work environment.	95	Inspection

PWS Section	*Task*	*Performance Requirement*	*AQL %*	*Method of Sampling*
2.4		Facility, system, and equipment references are maintained and current.	95	Inspection
		The Preventive Maintenance (PM) program is installed, maintained and current.	98	Inspection
		Preventive/operator maintenance is performed as scheduled/required.	95	Inspection
		Preventive/operator inspections and maintenance are fully documented.	95	Inspection
		Maintenance beyond normal PM/operator programs is documented and reported to the COR	98	Inspection
2.5	Training and Records Keeping	100% compliance with the government accepted training standards.	100	Inspection
		All training records are complete and annotated regarding required training as outline in the training plan.	98	Inspection
		Training materials, literature, documents, aids, and information are readily available to all personnel.	95	Inspection
2.6	Safety Program	The Contractor's Safety Plans are available to Government and contract personnel.	100	Inspection
		All safety materials, training aids and documents are readily available to contract personnel.	100	Inspection
		A Contractor safety officer is appointed and carrying out his/her duties.	100	Inspection
		100% documentation and compliance with government approved safety plans and procedures.	100	Inspection
2.7	Environmental Protection	100% compliance with all federal, state and local environmental laws and regulations and Government provided environmental documents.	100	Inspection
		Copies of the current Government Spill Prevention Control and Countermeasures (SPCC) Plans are maintained on hand and available to Contractor personnel.	95	Inspection
		Copies of the current Government Facilities Response Plans (FRP) are maintained on hand and available to Contractor personnel.	95	Inspection
		As applicable, an Initial Point of Contact (IPOC) is assigned and trained regarding responsibilities.	98	Inspection
		As applicable, a Facility Incident Commanders (FIC) and Qualified Individuals (QI) are assigned and trained regarding responsibilities.	98	Inspection
		Spill response and cleanup kits are maintained at 100 % of the required inventory level.	100	Inspection
		All hazardous material spills, regardless of size, are reported to the COR and the Emergency Communication Center (ECC).	100	Inspection
		Spill messages are drafted and submitted as soon as practical, but no later than 2 hours after the discovery of the spill.	95	Inspection

PWS Section	*Task*	*Performance Requirement*	*AQL %*	*Method of Sampling*
2.7		Notices of Violations (NOVs) are forwarded to the COR	100	Inspection
2.9	Terminal Security	No unsecured equipment, gates, valves, buildings or tanks when not in use.	98	Inspection
		No damage or loss of government property due to Contractor fault, negligence or misconduct.	100	Inspection
		Level of security comparable to the established threat condition is implemented and maintained.	100	Inspection
		Security plans and requirements are documented and files maintained and updated.	98	Inspection
		Terminal security inspections are performed and documented.	95	Inspection
		Noted discrepancies are reported to the appropriate authority.	99	Inspection
		Access lists are provided for all Contractor and subcontractor employees.	100	Inspection
		Visitors and Events Logs are maintained.	98	Inspection
3.0	Logistics Support	A Logistics Fund Statement is provided by the fifth day each month.	95	Inspection
		Purchasing Standard Operating Procedures are established, maintained, and updated as required.	95	Inspection
		A minimum of three quotations are obtained for non-emergency procurements over $2500.	98	Inspection
3.2	Services and Equipment/Supplies/ Materials Requiring Task Orders	Task order requests are submitted within 2 business days of determining the requirement.	95	Inspection
		Task order requests include all required information.	95	Inspection
		Task orders obtained for services, supplies or equipment/materials to accomplish all minor maintenance and repairs for Government owned barges are separately identified and documented.	98	Inspection
3.4	Overtime	Written overtime requests are provided in advance with all required information.	98	Inspection
3.5	Additional Spill Response Services and Supplies	Invoices and documentation are submitted within 30 days after completion of spill cleanup.	95	Inspection
4.2	US Navy Vessel Defueling Services	Defuel product is only received with COR QA concurrence.	98	Inspection
		Defuel services make maximum use of Government-furnished barges and Contractor-furnished trucks.	98	Inspection

PWS Section	*Task*	*Performance Requirement*	*AQL %*	*Method of Sampling*
4.2		COR approval is obtained prior to using commercial conveyances for defueling services.	100	Inspection
		All defuel documentation and accounting records are prepared and maintained.	98	Inspection
		Defuel reimbursement invoices and documentation are submitted within five business days after the defuel.	98	Inspection
		Monthly defuel reports are prepared, contain all required information, and submitted within five business days after the end of the month.	98	Inspection

AQL = Acceptable Quality Level, the minimum performance of each requirement before the Government considers performance as unsatisfactory.

Appendix J: Base Truck Access

Requirement	NS Norfolk and Sewell's Point	NAB Little Creek	NWS Yorktown	NWS CAX	NNSY Portsmouth and Commercial Shipyards	NSA Annex -NA
Truck Driver Base Access Requirements FPCB [2] & FPCC [3]	FPCB [2]: 1. Drivers License 2. CBL [5] FPCC [3], Add to above: 1. Delivery must be *Mission Essential* or related to *sustainability.* 2. Sponsors must call watch captain and notify of the delivery.	1. Drivers License 2. CBL [5] 3. Sponsor must provide via letter /fax information regarding truck delivery date, company, and driver. 4. Palm Pilots used to download the above information every two hours	1. Drivers License 2. Vehicle registration 3. CBL [5] 4. Driver knowledgeable of destination 5. Visitors System Database or Fax to notify security of arrivals. 6. Minimize access point. Postpone/cancel material for projects/events.	1. Drivers License 2. Vehicle registration 3. CBL [5] 4. Driver knowledgeable of destination 5. Visitors System Database or Fax to notify security of arrivals. 6. Minimize access point. Postpone/cancel material for projects/events.	1. Drivers License 2. CBL [5] 3. Driver knowledgeable of destination 4. Proof of insurance	1. Drivers License 2. Name on access list.
Truck Driver Base Access Requirement FPCD [4]	Add to above: Base and Piers locked down with only *Mission Essential* deliveries allowed.	Add to above: Base and piers locked down and NO deliveries will be allowed.	Add to above: 1. Limit to *Mission Essential sustainability*	Add to above: 1. Limit to *Mission Essential/sustainability*	1. FPCD [4] + shutdown order to close base 2. Many trucks not allowed near CIA	1. Drivers License 2. Name on access list.
Designated Truck Gate	1. Gate 5. Can be altered by arrangement with security. 2. Work trucks can enter via any gate.	Gate 4	Gates 1,3,13 for FPCA [1] and FPCB [2] Gate 13 for FPCC [3] and FPCD [4]	Only one gate	Gate 15. Plans are to open a separate (currently unused) gate when truck staging area is completed (see below).	Parking lot behind the chapel for clearance. Once cleared, enter via main gate.
Truck Inspection	Cursory inspections; not all boxes inspected; some dog sniffing.	Cursory inspections inside gate; not all boxes inspected; some dog sniffing.	Vehicle Inspection	Vehicle Inspection	Full inspection	FPCB [2] – Random inspections. FPCC/FPCD – Full inspections.
Truck staging Area During FPCD [4]	Planned near base pass office on Seabee Road (see attachment)	Planning a segregated staging area	Small staging area at gate 13	Staging area planned inside gate near firehouse or by old fuel farm outside gate.	Planning on new area near old housing area	FPCB [2]/FPCC [3]/FPCD [4] Parking lot behind the chapel.
Escorts	No	No	No	No	No	No

Reference XXX of 25 October 2002. Requirements are subject to change. Contact FISC Security for the most current requirements.
(1) FPCA = FPCON Alpha, (2) FPCB = FPCON Bravo, (3) FPCC = FPCON Charlie, (4) FPCD = FPCON Delta, (5) CBL = Commercial Bill of Lading